

**Town of Rehoboth  
Personnel Board**

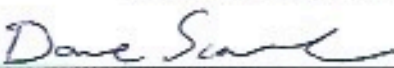
**Minutes of Meeting on August 8, 2018 at Gladys L. Hurrell Rehoboth Senior Center**

**Present:** Sandy Marquis, Dave Scanlon, Craig Chapman

**Absent:** Richard Panofsky, Lori Caron-Silveira

**Call to order:** 7:16 p.m.

- 1) **Approval of Minutes of June 20 2018.** Sandy made a motion to accept the minutes, Dave seconded, **The motion passed 3-0.**
- 2) **New Business:**
  - Employment Application: Keep employment application for future review. Possibly consider performance evaluation and job application from HR Direct.
  - Probationary period Vs at will employee. FLSA exempt and non-exempt employees. Office Personnel and physicals.
  - Review paid holiday policy next meeting.
- 3) **Job Descriptions:**
  - **Motion to approve Job Descriptions with changes recommended by Selectman Schwall made by Craig seconded by Sandy:** Office Administrator Highway/Conservation/Planning, Office Administrator Board of Health/Accounting, Assistant to Town Administrator BOS. **Motion passed 3-0.**
  - **Deputy Police Chief** – Further review for next meeting. Obtained copy of contract to refer for Job Description. Will present a rough draft for next meeting.
- 4) **Review changes to Policy #21: Sick Leave**
  - Lori will check into minimum increments of sick time and how to characterize it. And on temporary and seasonal positions and how this would apply.
  - Further review next meeting.
- 5) **Adjournment**
  - The next meeting will be held September 12, 2018 @ 7:00pm
  - The meeting was adjourned 8:22 p.m.

  
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**Dave Scanlon, Chairman**

  
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**Craig Chapman, Clerk**