

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on September 12, 2018 at Gladys L. Hurrell Rehoboth Senior Center

Present: Dave Scanlon, Craig Chapman, Richard Panofsky, Lori Caron-Silveira

Absent: Sandy Marquis

Call to order: 7:07 p.m.

- 1) Approval of Minutes of August 8, 2018.** Craig made a motion to push the minutes approval to October's Meeting, as Sandy was absent from meeting, Dave seconded.
- 2) New Business:**
 - Policy 1, 30, 32, and 36 review by board for next meeting and then comment prior to forwarding to BOS for any further feedback and having a public hearing. Dave to distribute latest versions.
 - Employment Application: Keep employment application for future review. Possibly consider revising performance evaluation and job application through HR Direct.
- 3) Job Descriptions:**
 - **Deputy Police Chief** – Craig will make edits discussed and present a revised draft for next meeting.
 - **Assistant Tax Collector** – Dave discussed. Richard made motion to approve with minor edits. Lori second. **Motion passed 4-0.**
 - **Assistant Treasurer** – Dave discussed. Dave will make edits. Motion to approve by Richard, second by Lori to approve with edits and discussion with Cheryl. **Motion passed 4-0.**
- 4) Review changes to Policy #21: Sick Leave**
 - Discussed and suggested eliminating buy back for new hires. Motion made by Richard, second by Craig to approve with minor edits. **Motion passed 4-0.**
- 5) Review changes to Policy #22: Vacation Leave**
 - Discussion on eliminating 5th week at 15 years of service. A consensus was reached that it was best to grandfather this and only apply to new hires.
- 6) Review Holiday Policy:**
 - Discussion whether non-union employees get the time off that union employees do and are paid? Will discuss further at upcoming meeting.
- 7) Adjournment:**
 - The next meeting will be held October 17, 2018 @ 7:00pm.
 - The meeting was adjourned 9:31p.m.



Dave Scanlon, Chairman



Craig Chapman, Clerk