

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on March 28, 2017 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Dave Scanlon, Sue Withers, and Craig Chapman, Richard Panofsky.

Absent: None

Call to order: 7:06 p.m.

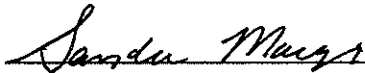
- 1) **Approval of Minutes of February 22, 2017.** Sue motioned to approve the minutes as amended, Craig seconded, motion passed.
- 2) **New Business**
 - Dave will ask for a status of the annual distribution and sign-off of the sexual harassment policy.
 - Dave will follow-up with Helen on the status of the Workplace Violence Training
- 3) **Job Descriptions:**
 - **Truck Driver/Laborer and Heavy Equipment Operator**
 - The Board discussed the description and made some suggestions for grammatical changes
 - The Board suggested Dave speak with Mike Costello about some of the job responsibilities to ensure consistency.
 - **Highway Department Clerk**
 - The Board discussed the description and made some suggestions for grammatical changes
 - The Board suggested Dave speak with Mike Costello his expectation for this position.
- 4) **Policy 32: Request for Accommodation** – In reviewing the policy Helen noticed that the it did not contain grievance procedures. The policy also did not mention or describe the position of accommodation coordinator.
 - Richard suggested additional language be added to the current policy.
 - Richard will update the policy and distribute it to the Board for review at the next meeting.
 - Dave will inform Helen that there are further requirements for ADA that are outside the scope of the personnel policies for employees and bring this to the attention of the BOS for their review.
- 5) **Independent Contractors**
 - The Board will look for sample contracts or business agreement the Town can use for Independent Contractors
- 6) **Policy #15: Classification Plan and Policy #16: Compensation Plan**
 - Dave passed out a spreadsheet listing the positions that are not covered by a Union Contract
 - Sue questioned whether the police dispatchers are in a union
 - Dave will request a meeting with Gerry Schwall to discuss how to proceed with the review and update of these two policies.

7) Adjournment

- Next meeting will be on April 26, 2017
- Meeting adjourned at 8:50 p.m.



Dave Scanlon, Chairman



Sandra Marquis, Clerk