

**Town of Rehoboth
Personnel Board**

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

Present: Sandy Marquis, Dave Scanlon, Sue Withers, Craig Chapman

Absent: Richard Panofsky.

Call to order: 7:02 p.m.

- 1) **Approval of Minutes of May 17, 2017.** Sue made a motion to accept the minutes, Dave seconded, with a correction that Craig was absent. The motion passed. Sandy will make correction.
- 2) **New Business:**
 - The Board reviewed the part time accounting clerk job description. Craig made a motion to approve the job description, Dave seconded. The motion passed.
 - Dave participated in the interviews for the part-time accounting clerk. The position has been filled.
 - The Sexual Harassment Policy was sent out this year and signed.
 - The Sexual Harassment and Work Place Violence trainings were held last year.
- 3) **Job Descriptions:**
 - **Truck Driver/Laborer and Heavy Equipment Operator** – Dave gave Michael Costello the job descriptions to review with his employees. We are awaiting their feedback.
 - **Non-Union/Non-Contract Positions** – on hold until next meeting.
- 4) **Policy #15: Classification Plan – Update from BOS**
 - The Board of Selectmen have not yet reviewed the policy.
- 5) **Policy #16: Compensation Plan – Update from BOS**
 - The Board of Selectmen have not yet reviewed the policy.
- 6) **Policy #32: Request for Accommodation – Update from BOS**
 - The Board of Selectmen have not yet reviewed the policy.
- 7) **Policy #35 - Social Media Policy**
 - Craig and Richard presented their latest draft.
 - Dave sent the latest version of the Social Media Policy for the IT Committee's review. The Board is waiting for feedback from the IT Committee.
- 8) Sue Withers retired from the Personnel Board effective June 30, 2017. The Board Members thanked her for 6 years of dedicated service and wished her well.
- 9) **Adjournment**
 - The next meeting will be held on August 23, 2017
 - The meeting was adjourned at 7:20 p.m.



Dave Scanlon, Chairman



Sandra Marquis, Clerk