

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on March 28, 2018 at Gladys L. Hurrell Rehoboth Senior Center

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

Call to order: 7:23 p.m.

- 1) Approval of Minutes of February 22, 2018.** Sandy made a motion to accept the minutes, Richard seconded. The motion passed 3-0. Craig and Lori abstained
- 2) New Business:**
 - Part Time Highway Clerk – BOS will be reviewing recent job description in their 4/3 meeting. Lori stated that Immigration is performing surprise audits to verify that employees are properly documented. Dave will check with Helen regarding our personnel files. I-9's Etc.
- 3) Job Descriptions:**
 - **Highway Clerk –(PT) – Dave** – Dave awaiting further information from BOS
- 4) Review possible changes to Policy #21: Sick Leave**
 - Lori provided most recent information on the Massachusetts law with regard to guidelines of sick leave.
 - Do not add 21.6 at this time. Sandy made motion. Craig seconded – Motion passed 5-0
 - Dave will make updates to the policy to comply with the latest changes to the law. To be reviewed next meeting.
- 5) Policy #15: Classification Plan – Next Steps**
 - Discussion on Conservation Commission email regarding our compensation and classification plan
 - Reviewed MGL Ch 31A Sec 4, which specifies that we do need a classification plan.
 - Richard will draft a classification plan for next meeting.
- 6) Policy #6 Safety and Policy #7 Substance Abuse: Marijuana**
 - Discussion on marijuana. Appears as though our current policies are still appropriate after Massachusetts legalization. No additions needed at this time.
- 7) Adjournment**
 - The next meeting will be held May 2, 2018
 - The meeting was adjourned 8:37 p.m.



Dave Scanlon, Chairman



Craig Chapman, Clerk