

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on July 19, 2016 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Dave Scanlon, Sue Withers1)

1) Call to order: 7:10 p.m.

2) Approve minutes of April 26, 2016 and June 28,2016

- S. Withers motioned to approve minutes as revised. D. Scanlon seconded. Approved.
- The Board was unable to officially approve the minutes from June 28, 2016, since Sue Withers was not present for the meeting and Lori Rossi is no longer a member of the Board.

3) New Business

- Since the June minutes could not be approved the Personnel Board revisited the Town Clerk's, Assistant Town Clerk's, Administrative Aide to Tax Collector's, job descriptions. All job descriptions were voted on and approved.
- Since the June minutes could not be approved the Personnel Board reviewed Policy 34 (Mass Domestic Violence Act) the Board voted and approved the policy with a few minor typos to be fixed.
- Dave followed up with Helen regarding the special police officer who was hired by the highway department to determine the issues with his overtime status. Helen told Dave that the gentleman would no longer be working for the police department.
- Dave investigated the new Federal Overtime Final Rule and made Helen aware of the new law. The Board will follow-up in a couple of months.
- Dave will discuss the website training with L. Schwall before next meeting.
- Lori Rossi has declined reappointment. The Personnel Board now has two vacancies.
- Dave will reach out to the Board of Selectmen to ask for help recruiting new members.

4) Job descriptions:

- After receiving positive feedback from Cheryl Gouveia on the job description for the Assistant Treasurer the Board voted to approve it.
- Dave is still waiting for Bob Ashton's input on the Administrative Aide to the Board of Health job description.
- After receiving positive feedback from Donna Procopio regarding Administrative Assistant for Planning Board and Conservation the Board voted and approved it.
- Dave is still waiting to speak with Jake Kramer to discuss the job description for the Administrative Aide for Veterans.
- Highway Department Superintendent – no action taken. The Board is waiting to hear from the selection committee.
- After receiving positive feedback from Linda Sherman regarding the job description for the Administrative Aide to the Council on Aging, the Board voted to approve it.

5) Update on reviews of policies 1, 18, 22, 26

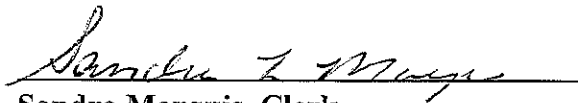
- Policy 1 tabled until next meeting.
- Policy 18 (Interim Assignment Pay) – The Board discussed the policy and made modification. Dave made a motion to approve the Policy as modified. Sue second. Policy was approved.
- Policy 22 (Vacation) – Dave will contact Cheryl Gouveia for input.
- Policy 26 (Military Leave) was discussed and approved with no modifications.
- At the June meeting Dave discussed the FMLA Policy and changes we may need to make regarding the sick leave policy. Dave has been unable to meet with Helen to discuss this policy. This discussion was table until Dave can meet with Helen.
- New Policy regarding optional and retirement benefits has been tabled until next meeting.

7) Adjournment

- Next meeting will be on August 23, 2016 and tentatively September 27, 2016.
- Meeting adjourned at 8:35 p.m.



Dave Scanlon, Chairman



Sandra Marquis, Clerk

Approved