

Citizens' Finance and Planning Committee

Meeting #3, February 20, 2016

Minutes

Attendance

Tammy Shaw, Tim Briney, David Levow, Michael Richardson, Julie Veronezi, Bob Balcom,
Absent – Aven Kerr, John Wapner, Jim Johnson.

Call to order

The meeting was called to order at 10:08 a.m. by Councilman Balcom.

Continue Personnel Policy Manual Review – Benefits Section(s)

In a document prepared by Michael Richardson, with assistance from Bob Balcom, the committee began a side by side review of the sick leave program. Comparisons were made between sample language provided by Michael, current policy and the highway unit (unionized employees). This comparison included the following general areas:

- Family Sick Leave
- Notification
- Medical Verification
- Retirement Credit
- Termination of Employment

Discussion occurred regarding each topic with an understanding between the members that the sample language would act as the basis to which modification would be made to meet the needs of the town based on current policy and best practice.

The committee members made several modifications to the sample language that reflect current town practice and policy. The language modification will be reviewed upon completion of all the topics regarding sick leave.

The committee then discussed the following general areas regarding observed holidays using the same side by side comparison:

- Designated Holidays
- List of Holidays
- Holiday Pay (Not assigned to work)
- Holiday Pay (Assigned to work)

- Religious Holidays
- Holiday During Scheduled Leave

The committee members reviewed each modification and agreed the language was satisfactory. Michael will update the comparison for final approval in March.

The committee will next review health insurance benefits.

Adjournment

The meeting was adjourned at 12:20 p.m.

Next Meeting Date :

The committee members agreed working Friday and Saturday morning was helpful in completing the task at hand. Thus they agreed to add Saturday, March 12 @ 10:00 a.m. upon polling of the members absent for availability and securing the meeting room at town hall.

Prepared by Bob Balcom

Approved