



# Franklin Regional Council of Governments

## Personnel Committee — *MINUTES*

Date /Time:	Tuesday, March 22, 2016 / 10:00 a.m. – 11:55 a.m.
Location:	JW Olver Transit Center, 12 Olive Street Greenfield, MA – Library
Facilitator:	Bill Perlman, Chair

### COUNCIL REP ATTENDEES:

- Bill Perlman, Regionally Elected Representative
- Gordon Fretwell, Leverett Representative
- Dawn Magi, Warwick Representative
- Marilyn Wilson, Rowe Representative

### STAFF:

- Linda Dunlavy, Executive Director
- Bob Dean, Director of Regional Services

### REGRETS:

- Brian Noble, Northfield Representative

### 1. Adopt 3/17/16 minutes

Bill opened the meeting at 10:00 a.m. Gordon moved to approve the minutes of 3/17/16 as presented. Dawn seconded and the motion passed unanimously.

### 2. Review Personnel Policy

The Committee discussed the Personnel Policy draft document provided by Mary Aicardi from the UMass Boston Collins Center, starting on page 18 with Personal Leave. Discussion about the idea of lumping all earned time off (vacation/sick/personal) into one pot. Concern expressed about currently different accrual methods. Should analyze the idea to see how it would work and to consider the pros and cons. Linda explained the consultant’s proposed change to accrual method and adding of the phrase “not to be used as vacation.” After discussion, Committee suggested re-writing to use accrual for the 1<sup>st</sup> year of hire, with one day given when hired and up to two more accrued by the schedule. After 1<sup>st</sup> year revert to current practice of all three given as of July 1<sup>st</sup>.

Suggestion to add that time does not accrue when using the Small Necessities Leave Act.

Sick Leave: Consultant proposed change in accrual to a maximum of 140 days. Discussion about the length of time needed to get to a long term disability leave. LTD insurance will pay a percentage of annual salary. Can sick leave be used to bring up to 100% of annual? That might change the maximum accrual needed. Committee consensus for now to cap at 70 days and continue the 15 days per year accrual, but staff should analyze the LTD issue before making a final decision. Also, reference removed to allow use of sick leave to care for children. Consensus agreement to add it back and not to limit it to 5 days

FMLA: Gordon suggested limiting the verbiage in the policy document and moving the rest to an addendum/appendix.

Bill suggested changing the title “Maternity and Paternity” to “Parental” Leave

Bill suggested adding a new domestic violence policy. Marilyn said that Rowe has such a policy and she will send it to Linda and Bob to add to the document for consideration.

Linda outlined changes proposed to Bereavement Leave. Added “grandparent” to the list of relatives and removed the requirement that days be used consecutively.

Jury Duty: Gordon asked about adding payment when an employee is subpoenaed to be a witness in a trial, but not for personal gain and not to be on a jury or for a FRCOG-related trial. Marilyn said Rowe’s policy does not distinguish a reason for the subpoena.

Attendance Policy: language edited as it seemed too punitive and preachy.

Dress code: Stays in the document, but reduced to one sentence about dressing appropriately for work environment.

Conflict of Interest: Gordon suggested limiting the verbiage in the policy document and moving the rest to an addendum/appendix.

Outside employment/Political office: Discussion about this section and its purpose. Marilyn said that Rowe’s policy states that the Town job should be the primary job and any other jobs should present no conflict with the Town job. After discussion it was decided to leave as written.

Whistleblower Protection and Drug Free Workplace policies: Gordon suggested limiting the verbiage in the policy document and moving the rest to an addendum/appendix.

Alcohol and Drug Use: Language a bit preachy. Should re-write.

Smoking: Edited to state that employees may not smoke while on duty in all offices and work locations.

Delete the sections on Safety Belts and Cell Phone Use and Texting While in Vehicle as both are governed by state law

Sexual Harassment and Workplace Violence Prevention: Gordon suggested limiting the verbiage in the policy document and moving the rest to an addendum/appendix.

Conduct: Discussion about the correct location for this section. Committee would like to place it in the beginning of the document, or put a short conduct statement in the beginning and leave the rest where it is. There are suggested edits as well.

Computer, Technology, Internet and Social Media Policies are not currently in the document. Staff are working on them and will bring to the Committee as soon as possible.

Discipline: Gordon suggested limiting the verbiage in the policy document and moving the rest to an addendum/appendix.

Staff should look at all places in the policy document where the Executive Director is a hearing officer and make sure we are being consistent with due process.

### **3. Update on Wage and Classification Study**

There was nothing new to report since the last meeting on 3/17/16

### **4. Business not reasonably anticipated 48 hours in advance of meeting**

The next meeting was set for Wednesday, April 13, 2016 at 11:00 a.m. to work on the Personnel Policy document with Mary Aicardi from the UMass Boston Collins Center. Lunch will be provided.

**Marilyn moved to adjourn the meeting at 11:55 a.m. Dawn seconded. Motion passed unanimously.**

#### **DOCUMENTS DISTRIBUTED:**

- Agenda
- Minutes of 3/17/16 meeting