

## Personnel Board Meeting – 11/02/09

### Minutes

**Members Present:** Loret Schur, Nancy Perry, Diane Burrows  
**HR Administrator:** Jamie Kelley

The meeting began at 6:04 p.m.

The minutes of the 10/19/09 meeting were unanimously approved as amended.

The Board then reviewed a draft Human Resources Department Mission Statement and unanimously approved it. A draft Personnel Board Mission Statement was also reviewed and some changes suggested. This will be reviewed again for approval.

A checklist for New Employee Orientation was reviewed and some items were discussed but overall the Board agreed that it would very helpful.

Jamie Kelley reported that he is reviewing a request from the former Town Clerk and that he and Donna Erickson are putting together an Employee Roster.

A vacancy of a full-time Firefighter/Paramedic as a result of a resignation was reported to the Board. The position description was reviewed and approved as the correct description to use for posting. The HR Administrator also reported that the position of Administrative Secretary/Building department has been posted on the website and bulletin board.

The Board then reviewed and approved an updated Drug Free workplace Policy. This will now be sent to Select Board for its approval. The Personnel Board discussed and unanimously approved in Internal Job Position policy. A draft Harassment/Sexual Harassment Policy was distributed and the Board agreed to review it for approval at a subsequent meeting

Also at subsequent meetings the Board will develop a compensatory time policy and will review the Preamble and Sections of the Bylaws with the goal to complete the review by January 15, 2010.

The meeting was adjourned at 7:30 p.m.