

PERSONNEL BOARD, TOWN OF STERLING

PERSONNEL BOARD MEETING

MEETING MINUTES

August 28, 2014

BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER.** The meeting was called to order at 1:05 by Chairman Jed Lindholm.
2. **ROLL CALL.** Present were Board members Karen Gaylord, Weymouth Whitney, Jed Lindholm and Bruce Baker; Employee Handbook Task Force members Pat Campbell and Karen Leclerc; and HR Administrator Don Jacobs. (Weymouth and Bruce are also members of the Task Force.)
3. **EMPLOYEE HANDBOOK.** The meeting was a working session. The purpose was to provide Board and Task Force members with an opportunity review and revise the 8/18/14 draft of the Handbook. Items discussed included, but were not limited to, the following:
 - a. Importance of having standard policies that are followed by all departments.
 - b. Whether policies should be included in a Handbook addendum if they are also online.
 - c. Grouping topics on the same general subject together, such as Workplace Safety to include emergencies and disasters, smoking, firearms, job safety workplace violence, etc.
 - d. Should town hall have a small room for employees to lie down if not feeling well.
 - e. How to treat social media.

Chapters I – III were reviewed. The next session will start with session IV.

4. **NEXT BOARD MEETING.** Discussion will continue at the next meeting scheduled for 5:00 PM, September 9, 2014
5. **ADJOURNMENT.** The meeting adjourned at 2:20 PM.

Respectfully submitted

Bruce Baker, Clerk