

**Town of Whately  
Personnel Committee  
Meeting Minutes  
February 12, 2024  
6:00 pm**

Personnel Committee Members present included Keith Bardwell, Joyce Palmer-Fortune, and Susan Baron. Town Administrator and non-voting member of the Personnel Committee Brian Domina was also present.

Keith called the meeting to order at 6:03 pm.

Susan made a motion to approve the meeting minutes of January 22, 2023. Seconded by Joyce. All in favor. Keith – yes, Joyce – yes, Susan – yes. Motion passed.

The Committee discussed Appendices A through L of the draft policies submitted by HRS. The Committee discussed recruitment procedures. The policy will be amended to reflect a seven-day posting requirement instead of ten days as suggested. The Committee discussed internal versus external postings. The Committee elected to delete any language that references contacts with local colleges and vocations schools because that is not a current practice of the Town. The Committee discussed the parental leave policy and deleted the language that would combine parental leave of spouses and instead recommended that each spouse should have eight weeks. The Committee elected to insert language that would require the payback of benefits if an employee elects not to return from parental leave similar to what is done for the Family Medical Leave Act. The Committee discussed the jury duty leave policy and questioned whether the town should be paying employees who are summoned as witnesses in non-town related matters. The Committee elected to strike out the provision in the Nepotism policy that prohibited family members from working in the same department. In the Policy Against Fraud the Committee elected to move the whistleblower language to the Whistleblower Protection Policy. For the Weather Emergency Policy, the Committee elected to strike the language providing additional time to get to work if the public schools are closed or delayed and to delete references to the senior center and recreation department.

As with the previous sections Brian will make edits to the sections discussed and present the edited version of the policies to the Committee at a subsequent meeting.

The Committee discussed and decided its next meeting will be February 26, 2024, at 6:00 pm.

The meeting adjourned at

*Document List*

*Meeting Minutes 01/22/24*

*Draft Personnel Policies from HRS – edited by Town Administrator (12/08/23)*

