

**Town of Whately
Personnel Committee
Meeting Minutes
February 26, 2024
6:00 pm**

Personnel Committee Members present included Keith Bardwell, Joyce Palmer-Fortune (Via Zoom), Brenda Doherty (Via Zoom), Better Orloski and Susan Baron. Town Administrator and non-voting member of the Personnel Committee Brian Domina and Administrative Assistant Jessica Murphy were also present.

Keith called the meeting to order at 6:03pm. Keith noted that Betty did not attend the last meeting. Susan made a motion to approve the meeting minutes of February 12, 2024, as amended. Joyce Seconded. All in favor. Keith – yes, Joyce – yes, Susan – yes. Motion passed.

The Committee discussed Appendices L through Q of the draft policies submitted by HRS. The Committee discussed workplace policies related to drug and alcohol use and debated about whether to remove specific mentions of marijuana and how to phrase the policy regarding prescriptive use during work hours. After further discussion, The Committee agreed to adjust the policy language to clarify the prohibition of non-prescriptive use of controlled substances, while allowing prescribed use unless it interferes with job performance. The Committee discussed inclusive language in policies surrounding anti-harassment and anti-discrimination, specifically regarding the use of male, female, or non-binary and elected to replace this specific language with any employee. The Committee elected to change we will take such action to the appointing board will take such action. The Committee clarified that employees do not necessarily have to file a complaint form if they believe they've experienced harassment or discrimination; they can simply inform someone in authority. The Committee questioned whether there's a legal requirement for a separate form specifically for anti-harassment and anti-discrimination policies, noting that they will need to further investigate the laws surrounding these policies. The Committee discussed a single acknowledgment form for all policies, perhaps with a standard statement like receipt acknowledged at the bottom, to maintain consistency. The Committee went on to discuss workplace violence and whether it's necessary to include nonviolent alongside violent, stating that the inclusion of nonviolent might divert attention from the main purpose of the policy, which is to address workplace violence. The Committee elected to maintain the existing wording included in the policy language. The Committee discussed issues surrounding the absence of an IT team and the importance of access control and password protection standards. The Committee agreed to involve the new town administrator in addressing IT policy concerns and updating existing policies to meet evolving standards. The Committee discussed the topic of the last meeting of compensation for employees subpoenaed as witnesses, with the Committee discussing the need to research the matter and provide clarification before Brian's departure. Brian will make edits to the sections discussed in anticipation for the next meeting.

The Committee began discussion on the first draft of the FY24 Salary Survey and positions such as community development administrator and water superintendent that have limited data. Brian

suggested looking at the salaries of planners from FRCOG for a similar comparison. The Committee compared salary changes for different positions across various towns, indicating fluctuations and uncertainties in salary trends. The Committee agreed to take the time to thoroughly review the draft whenever everyone has the opportunity to discuss further at the next meeting.

The Committee discussed and decided its next meeting will be March 11, 2024, at 5:00 pm.

The meeting adjourned at 7:25pm

Document List:

Meeting Minutes 02/12/24

Draft Personnel Policies from HRS

Draft FY24 Salary Survey