

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

February 3, 2021

Location/Time: Zoom Meeting, 1:00:pm

Personnel Board Present: Mary Carrigan, Chairman, Juris Alksnītis, Mary Hornsby, Sue Geremia, and Katelyn O'Brien, Asst Town Administrator, *ex officio*.

Town HR Audit contractor present: Mary Beth Bernard

1. Acceptance of Minutes. The Board reviewed and unanimously approved the minutes of the January 21, 2021 meeting.

2. Update of HR Audit process and Review of Recommended HR Policies. As noted in the January 14, 2021 minutes, the Board undertook to review proposed new and revised existing policy drafts prepared by the contractor who conducted the HR Audit for the Town and as referred to the Board by K. O'Brien. M. Bernard noted that overall, Dover has a largely current set of *Personnel Rules and Regulations* compared to other municipalities. The set of policies being reviewed today comprise key components of what remains to be addressed.

When finalized, the policies will be duly incorporated into the Dover *Personnel Rules and Regulations*. A question was raised as to the steps required for formal adoption, as these may also involve Board of Selectmen action. For reference, adoption procedures are described in the *Personnel Rules and Regulations* para. 1.2-1 Responsibilities of the Board and pursuant to the Town Code, Part I – General By-Laws, Chapter 44- Personnel By-Law, Section § 44-7. Adoption of personnel rules and regulations. K. O'Brien will follow up on this matter.

The following draft policies were reviewed, discussed and approved where noted:

a. Town of Dover CORI Policy, draft 1.0, August, 2020. This is a new policy for the Town. The text is based on Mass. Department of Criminal Justice Information Services (DCJIS) model. Following discussion, the Board approved the draft with a few clarifications.

b. Town of Dover Policy Against Discrimination, Harassment or Retaliation in the Workplace, draft 1.0, August, 2020. At present, the Town has a Sexual Harassment Policy in Sec. 4.10. The proposed draft expands this section with new text addressing

discrimination, other forms of harassment, and coverage. Following discussion, the Board approved the draft with clarifications in the “Disciplinary Action” paragraph.

c. Town of Dover Workplace Violence Prevention Policy, Draft 1.0, August, 2020. This is a new policy for the Town. During Board discussion, considerations were raised such as engaging and collaborating with the Police Chief for context and input for the overall policy and also regarding having a stand-alone policy restricting weapons in the workplace. The draft is considered on hold, and M. Bernard will follow up.

Looking ahead, we plan to update and introduce the following policies before mid-year: Use of Technology, Social Media Policy, Massachusetts Pay Equity Law, and Code of Conduct. Board meetings will be scheduled with M. Bernard in March and April.

3. Review and evaluation of the Administrative Assistant - Highway Department position. The Board discussed and rated the job description provided by K. O’Brien, who explained that this is a PT 20hr/week position comparable to other administrative assistant positions in Dover. It is a new position intended to provide administrative coverage in the Highway Department. The proposed job description was approved as submitted. The grade level was calculated pursuant to the Dover, MA Position Evaluation Manual and rated at Grade 5 by unanimous Board vote. See attached *Personnel Board Position Evaluation For Admin. Assistant - Highway* sheet, February 3, 2021.

4. Classification Study RFP Update. We discussed the status of the HR Classification Study RFP. K. O’Brien indicated that the RFP will be finalized, posted, and circulated shortly, with the goal to have 3-4 good candidates in April and project initiation by May 1. We will continue to support this endeavor.

The meeting adjourned at 2:30pm.

Respectfully submitted,

Mary Carrigan, Chair