

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

February 3, 2022

Location/Time: Zoom Meeting 10:am

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

1. Acceptance of Minutes. The Board deferred acceptance of the minutes for its Dec. 13, 2021 meeting to a subsequent meeting.

2. Review of draft Personnel Policies. A year ago the Board reviewed a number of policies recommended for the Town as an outcome of the then recently conducted HR Audit process (see Feb. 3, 2021 minutes). The following two policies are part of a group of these policies needing finalization.

a. Town of Dover Workplace Violence Prevention Policy, Draft 1.0, August, 2020 (a new policy for the Town) was previously put on hold pending review with the Police Chief with respect to the issue of weapons in the workplace. As a result, weapons issues were not elaborated in this particular policy except to maintain the right of searches as articulated under the section *Safety-Related Searches*. However, it is unclear whether the overall issue of weapons in Town buildings or on Town property is addressed elsewhere in a Town building safety policy. This is an important concern given the tenor of our times, and incidences of armed attacks on houses of worship, schools, post offices, etc. K. O'Brien will follow up on this question and noted that training for Town employees will be scheduled on this in the near future.

Revisions:

- Clarify use of the term "Town Administration" throughout and in Acknowledgment, to refer to the "Town Administrator/Assistant Town Administrator", or either position, based on language context.
- In section *Procedure for Reporting Threats*, middle of second paragraph, fourth sentence, insert "written" ahead of "response protocol". In the same sentence after "fitness for duty," add: "including mental health through a qualified third party" and strike "(through mental health professionals)".
- In section *Employee Training*, insert "Orientation/" in title ahead of "Training" and make title in bold consistent with other titles.

- In Acknowledgment form, first paragraph, last line, insert “requirements and” ahead of “principles”.

The foregoing will be reflected in **version 2**. The Board voted unanimously to approve **version 2** incorporating final revisions as discussed and adopted today.

b. Town of Dover Code of Conduct/Civility Policy, Draft 1.0, February, 2021 provides new provisions which will be added to “Part 4 – Standards of Conduct and Discipline” of the existing Town of Dover Personnel Rules and Regulations.

Revisions:

- In *Purpose* section, first sentence, strike “and” before “visitors”, then insert: “elected officials, customers, the general public, and/or anyone doing business with the Town” ahead of “through”.
- In *Definitions*, subsection “Civility”, first sentence, after “Town function” insert: “including those interacting with any Town office or representative” ahead of “shall”.
- In *Enforcement* section, third line, strike “Manager” and in its place insert: “Administrator.”
- In Acknowledgment of Receipt form explanatory paragraph, first line, strike “and” before “visitors”, then insert: “elected officials, customers, the general public, and/or anyone doing business with the Town” ahead of “shall”.

The foregoing will be reflected in **version 2**. The Board voted unanimously to approve **version 2** incorporating final revisions as discussed and adopted today.

3. K. O’Brien Update on Classification Study work by DIJ. Work and in-process review has been delayed by Covid-19 and the recent holidays. The contractor needs to complete certain elements before bringing any draft to the Personnel Board for review. M. Carrigan again noted that the Board needs to see the draft ahead of any meeting with the contractor.

4. Next Meeting is scheduled for: Thursday, February 10 at 3:00pm by Zoom.

The meeting was adjourned at 11:35AM.

Respectfully submitted,

Juris Alksnītis