

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

February 10, 2022

Location/Time: Zoom Meeting, 3pm

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

Town Contractor present: Carl Valente

**1. Acceptance of Minutes.** The Board reviewed and approved the minutes for its Dec. 13, 2021 and February 2, 2022 meetings, respectively.

**2. Review of draft Personnel Policies:** The Board reviewed selected provisions of the following policy:

- **Sick Leave, v12.**

- Section 5.2.3 – Discussed the pros and cons of maintaining a 10 day sublimit for use of accrued sick leave for the care of a seriously ill family member. While this provision is part of the current Personnel Regulations, a question was raised as to its necessity or value to the Town any longer. Considerations: with small scale of operational staffing at Dover, it was important to ensure sufficient staffing to cover; preclude abuse; overall, sick leave is already generous. Consensus: keep as is but evaluate in 6mo. from implementation. Also remove duplicative wording.
- Coordinate Section 3.0 Definitions – *Pro-rated Formula for Employees Working less than Full Time* with Section 5.1.3 Accrual Rate. C. Valente will create parallel Pro-rating paragraph for cases working more than stated regular weekly hours
- Clarify Section 5.4.4., bullet #2 to ensure advance scheduling for medical appointments is not penalized as an “abuse”.

The Board voted unanimously to approve the above revisions as discussed, which will be incorporated into the final version v.13.

**3. Next step for Personnel policies approved by Board to date:** These will be brought before the Board of Selectmen (BOS) for review and approval on February 17. K. O'Brien will prepare submission materials and a summary for the BOS. Personnel Board members are welcome to attend.

**4. Next Board Meeting:** TBD

Meeting adjourned at 4:10pm.

Respectfully submitted,

Juris Alksnītis