

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

October 26, 2021

Location/Time: Zoom Meeting, 1pm

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

Other Town staff present: Dave Sullivan, Mun. Proj. Manager and Gerard Lane, Treasurer/Collector

Town Contractor present: Carl Valente

1. Acceptance of Minutes. The Board reviewed and approved the minutes for its Oct. 14, 2021 meeting.

2. Classification Study update. K. O'Brien reported that the job descriptions are currently in the employee review phase. The contractor (DIJ) is currently reviewing the compensation data from the Collins Ctr. Compensation Study. A draft plan is anticipated in the near future for review by the Personnel Bd.

3. Review of draft Personnel Policies: The Board reviewed the next iteration of the following policies:

- **Hours of Work, v8. (redline)** – Nearly complete; pending clarifications at Sec. 3.0 Definitions – Compensatory Time, and correction at Sec. 6.0 FY23 Transition Year.
- **Personal Leave Policy, v4.-** Nearly complete; pending Sec. 3.0 Definitions-Prorated Formula text clarification.
- **Vacation Leave Policy, v6.-** Follow-ups: make Sec. 3.0 Definition-Prorated Formula text clarification; revisit carry-over mechanism in Sec. 4.2 and deadline of Sep. 30, to check if payroll system can accommodate.
- **Sick Leave Policy, v6.** – Follow-ups: make Sec. 3.0 Definition-Prorated Formula text clarification; define sick leave bank or balance. Further discussion needed: “severe illness” restriction on use of sick time needed to care for children and elderly family members; will payroll system handle burden of added tracking of several subcategories of sick leave. Future discussion: municipal sick leave bank; donation of sick leave.
- **Note re: standard provisions for all policies:** Introductory paragraph as to applicability, Sec. 2.0 Applicability, and Acknowledgment of Receipt form, bottom explanatory note designated by asterisk, along with Sec. 7.0 Exceptions will be updated, made consistent, and checked with labor counsel.

D. Sullivan and G. Lane also participated in the policy reviews. C. Valente to follow up on items and issues discussed.

4. Next Board Meeting: Via Zoom at 10AM on November 16, 2021.

Meeting adjourned at 12:28PM.

Respectfully submitted,

Juris Alksnītis