

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

November 16, 2021

Location/Time: Zoom Meeting, 10am

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

Other Town staff present: Gerard Lane, Treasurer/Collector.

Town Contractor present: Carl Valente

1. Acceptance of Minutes. The Board reviewed and approved the minutes for its Oct. 26, 2021 meeting.

2. Review of draft Personnel Policies: The Board reviewed the following policies with C. Valente explaining the most recent revisions in response to Board comments and suggestions to date.

- **Holiday Pay and Holiday Leave, v6.** – Initial review. Introductory paragraph (*italics*), Sec. 2.0 Applicability, and Acknowledgement of Receipt form, bottom paragraph will be updated with text similar to language approved for the other reviewed policies. Add a Sec. 6.0 Exceptions clause with text similar to language approved for the other policies.

Section 5.1 Recognized Holidays – The Board voted unanimously to approve the proposed addition of the new holiday “Juneteenth Day” to the list.

Section 5.3 Paid Status – In the first sentence: insert “Full Time and Benefit Eligible” ahead of “employees...” and also insert “work day” in place of “shift”.

- **Hours of Work, v9.** – Final revisions in Sec. 2.0 and in Acknowledgment of Receipt will incorporate reference to employment agreement consistent with other policies. See Note, below pertaining to clarification in Sec. 7.0 Exceptions. The foregoing will be reflected in **version 10**. The Board voted unanimously to approve **version 10** incorporating final revisions as discussed and adopted today.
- **Personal Leave Policy, v5.**- See Note, below pertaining to clarification in Sec. 7.0 Exceptions. This will be reflected in **version 6**. The Board voted unanimously to approve **version 6** incorporating final revisions as discussed and adopted today.
- **Vacation Leave Policy, v7.** - Final revisions: in Sec. 3.0 Definition-Prorated Formula include text clarification “regularly scheduled” ahead of “number of work hours”; in Sec. 5.2 Unpaid leave – include clarification referencing bi-weekly payroll periods in relation to calendar month; in Sec. 5.4 Maximum – include revision to coordinate text with Sec. 4.2 Vacation Carry-over pursuant to authorization of Town Administrator. See Note, below pertaining to clarification in Sec. 5.7 Exceptions. The foregoing will be

reflected in **version 8**. The Board voted unanimously to approve **version 8** incorporating final revisions as discussed and adopted today.

- **Note re: standard Exceptions clause for all reviewed policies:** Applies to Exceptions clause respectively enumerated as Sec. 7.0, 6.0, and 5.7 pertaining to the above policies. To clarify intent of last sentence, substitute "...not **otherwise** covered by a specific **ruling of the Town Administrator.**" in place of "...not covered by this specific rule and regulation." C. Valente will check with legal counsel.

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

4. Next Board Meeting: Via Zoom at 1PM on December 2, 2021.

Meeting adjourned at 11:17 AM.

Respectfully submitted,

Juris Alksnītis