

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

December 2, 2021

Location/Time: Zoom Meeting, 1pm

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; Dave Sullivan, Mun. Proj. Mgr.

Town Contractor present: Carl Valente

1. Acceptance of Minutes. The Board reviewed and approved the minutes for its Nov. 16, 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, v7.** – Final revisions in Section 3.0 Definitions, Exempt Employee, last line will clarify the text relating to “department” as the one “where employed.” The foregoing will be reflected in **version 8**. The Board voted unanimously to approve **version 8** incorporating final revisions as discussed and adopted today.
- **Sick Leave, v8.** Continued review and revisions. Check language in Section 3.0 Definitions, Pro-rated Formula (etc.) for consistency with previously finalized text for similar provisions in other policies.

Section 4.0 Personnel Rules and Regulations – substitute language in corrected Section 5.2.1 for current text in 4.0 to clarify that this provision deals with non-work related illnesses.

Section 5.0 Procedure, 5.1 Accrual,

Subsection 5.1.1 – clarify whether accrual begins on the 30th day from date of hire or after completion of the 30-day period.

Subsection 5.1.2 Unpaid leave – coordinate with payroll system and with other sections where the time period is expressed as a calendar month or two biweekly pay periods.

Subsection 5.1.5 Maximum Accrual of Sick Leave - revise to reflect actual practice of capping accrual at 124 work days all the time. No sick days are available for carryover.

Sick Leave Accrual/Allowable Uses table – Notes at bottom:

First Note – add cross reference to actual provision addressing pro-rating

Second Note – update and correlate with revised subsection 5.1.1

Third Note – revise to clarify to refer to Sick Leave Balance, if available, as defined in Sec. 3.0.

Section 5.2 Use,

Subsection 5.2.1 – correct “work-related” to “non-work related” and substitute “illness” for “sickness.”

Subsection 5.2.2 – why does the preventive medical care provision allow only three days per fiscal year for such care, when it is likely that a typical family with children or elders could fairly easily exceed this limit? Is there a municipal best practices guideline which could be consulted on this issue?

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

3. 2021 Town Annual Report – Personnel Board discussed preparing the Personnel Board section of the report for submittal to the Town.

4. Next Board Meeting: Via Zoom at 2PM on December 13, 2021.

Meeting adjourned at 2:10pm.

Respectfully submitted,

Juris Alksnītis