

February 15, 2018

Notes from the Employee Handbook Revision Workshop held Thursday, February 15, 2018, at 1:00 PM.

Present for this workshop were:

- Ian Loehner, Representative from Public Sector HR Consultants, LLC
- Joseph P. Wilson, Jr., Supervisor
- Jerry Smith, Councilperson
- Teresa Cheetham-Palen, Councilperson
- Ryan Hall, Water and Maintenance Supervisor
- Scott Smith, Highway Superintendent
- Susan Whitney, Clerk to the Supervisor
- Ellen Estes, Town Clerk

This workshop was the first meeting held to discuss the revision of the Employee Handbook, Mr. Loehner had a checklist of questions that he asked, some of the information covered on this checklist included:

- The number of employees: part time, full time, seasonal, etc.
- Evaluation periods, etc.
- Holidays, including seasonal non-eligibility
- Vacation and sick leave benefits, including bereavement leave
- Health Insurance eligibility, including retirement
- Mileage rates
- Policies
- Pay practices
- Drug and Alcohol Testing

Multiple items will be put into the first draft and flagged for the Board to make decisions about. Mr. Loehner said the first draft would probably be ready in about 4 weeks.

Mr. Wilson said the meeting scheduled for February 22nd at 4:30 PM would be canceled.

This workshop was adjourned at 4:00 PM.

Ellen S. Estes, Town Clerk
February 22, 2018

Joseph P. Wilson, Jr., Supervisor
Robert M. Biesemeyer, Councilperson
Michael J. Buysse, Councilperson
Jerry D. Smith, Councilperson
Teresa Cheetham-Palen, Councilperson