

TOWN OF CLARENDON, VERMONT

MINUTES

SELECTBOARD MEETING- SPECIAL

Monday, October 23rd – Monday, November 27th, 2017

SELECT BOARD MEMBERS:

Robert Bixby, Clerk
Robert Congdon, Jr.
Michael Klopchin, Chair
Daniel Pinkowski (A)
Richard Wilbur

CALL TO ORDER: 5:38 pm

PRESENT AT MEETING: Select Board (4), Treasurer, Administrative Assistant, Assistant Treasurer, Marjorie Southard, Ed Baker, Joel Baker.

PERSONNEL POLICY DISCUSSION: The Board discussed the recommendations made by the VLCT to the personnel policy. The following changes were made in addition to the VLCT recommendations were made:

- “Unless otherwise specified by the Road Commissioner” was added to the 4th paragraph on page 16.
- All occurrences of the phrase “or authorized representative” when in reference to the Select Board were removed.
- In Evaluations, the sixty to ninety time limit was removed, “improved performance should be immediate and subsequent evaluation can result in probationary status concluding. Failure to improve may result in further discipline or termination” was added.
- “Or dangerous weapons” was removed from employee actions or inaction resulting in discipline and or discharge.

The Administrative Assistant was asked to check what the mandatory number of worked hours a week for Blue Cross Blue Shield were, to add cell phone usage to list of prohibited actions, and to review the tobacco use laws.

Selectman Wilbur arrived at 5:50

Recess: At 6:16 pm, Selectman Congdon motioned to recess to November 13th at 5:30, Selectman Bixby seconded, the motion passed unopposed.

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11-13-17

Select Board Members:
Robert Bixby, Clerk
Robert Congdon, Jr. (A)
Michael Klopchin, Chair
Daniel Pinkowski
Richard Wilbur

PRESENT AT MEETING: Select Board (4), Administrative Assistant, Treasurer, Assistant Treasurer, Alf Strom Olsen, Joel Baker.

The Board continued the policy review starting on page 7.

The following decisions were made regarding sick leave:

- One hour of sick leave per fifty-two hours work will be provided
- Sick leave may be used during probationary period.
- Employees must use sick time in a minimum of one hour increments.
- In addition to the reasons allowed by law, the phrase “leave may also be used for any appointment or event authorized in advance by the department head” was added.
- The phrase “an employer and employee may by mutual agreement arrange for the employee to work additional hours during the same pay period to avoid the use of an payment for earned sick time” was added.
- The Town will not compensate employees for unused sick leave at the time of separation of employment.

Required working hours per week to be eligible for health insurance was left at twenty-seven.

The sexual harassment section of the policy was removed at the VLCT suggestion to be made into a separate policy.

Selectman Pinkowski motioned to recess until November 27th at 5:30 p.m., Selectman Bixby seconded, the motion passed unopposed.

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11-27-17

Select Board Members:
Robert Bixby, Clerk
Robert Congdon, Jr. (A)
Michael Klopchin, Chair
Daniel Pinkowski
Richard Wilbur

CALL TO ORDER: 5:35 p.m.

PRESENT AT MEETING: Select Board (5), Administrative Assistant, Treasurer, Marjorie Southard, Ed Baker, Joel Baker, George Ambrose.

Sick Time: The Board agreed to the sick leave as a lump sum in the beginning of the year not to pay out at the end of the year and not to roll over into the next year.

Leave of absence: Selectman Congdon motioned to trim the leave of absence without pay from a year to 6 months, Selectman Bixby seconded, the motion passed unopposed. Selectman Congdon motioned to trim the amount of times benefits would be paid from sixty days to thirty, Selectman Pinkowski seconded, the motion passed unopposed.

Selectman Congdon motioned to allow floating holidays accrue for two years, it was not seconded. After a discussion about the difference between floating holidays and personal days, Selectman Pinkowski motioned to remove floating holidays, and make six personal days that do not roll over and will be compensated at the end of the year if unused, Selectman Bixby seconded, the motion passed unopposed.

The board agreed that vacation should accrue one year from employee start date.

After a discussion on CDL licenses, the Board agreed to adjust the CDL requirement to “must be acquired within six months of start of employment. The Administrative Assistant was asked to inquire with the insurance company about the CDL issue.

The Board asked the Administrative Assistant to prepare the Personnel Policy with the new changes for the December 11th meeting.

ADJOURNEMENT: At 6:05 pm, Selectman Congdon motioned to adjourn, Selectman Pinkowski seconded, the motion passed unopposed.

SIGNED: _____ Michael Klopchin, Chair /s

SIGNED: _____ Robert Bixby, Clerk/s

These minutes taken and respectfully submitted by Heather Kent, Administrative Assistant, and were approved on December 11th, 2017.