

## **MINUTES**

### **Tamworth Personnel Policy Committee**

**10 January 23**

Present, Lianne Prentice (select board) and Linda Eldridge  
Kelly Rines resigned

Meeting began at 4:15 PM  
Shared: revised draft one of personnel policy

Items discussed:  
Create employee manual including personnel policy, forms, and supplemental related policies  
Include harassment complaint form and others

Leave Time Policy  
Old one has 5 vacation days  
4 hours per month 141 days per year  
Rollover time and put a cap

Sick Leave  
Cap at 100 days, 800 hours  
In other towns can donate up to 40 hours per year in the sick leave bank  
Wording for sick leave dependent to include parents

Bereavement 5 days if child or spouse, 3 days if immediate family

Disability, end of career, check to see if null and void for pay out

Personal days 3

Lianne inquired if new hires for the police department get the town policy hand out as well as the policies that are geared just for police officers.

Policy handbook for town employee

Went over other towns' policies and compared to what Tamworth has

Linda will work on leave time

Lianne will ask for list of employees' time without their names via Elaine to estimate budget impacts of any policy changes; Lianne will review other towns' policies to see if there are other sections we don't have but should include

What benefits do part-time, seasonal, and per diem positions get in other towns?

Next meeting February 7<sup>th</sup> at 4:00 PM at Town Hall

Meeting ended at 5:46 PM