

MINUTES

Tamworth Personnel Policy Committee

28 JUNE 2022

Present: Lianne Prentice, select board; Linda Eldridge; Kelly Rines

Goals and Processes page shared.

Members discussed why each was interested in doing this work.

Questions and comments arose which should be explored:

- Who tracks time earned toward vacation? Comp time?
- Can we add onto pay stubs hiring anniversary date, sick days used, vacation time left?
- Do employees have to track their own time or is there another mechanism to let them know how much time they have available?
- If a department employee evaluation form has a section for a department head to recommend a raise, is that automatically provided? At whose discretion?
- The current department head evaluation form is unwieldy as it is a “one size fits all” for all departments, making it difficult to hone in on skills and work; this should be considered for revision with department/industry specific standards
- Can we enforce a policy we haven’t provided training for our employees for? Ex: the current social media policy was put into effect just before covid hit and training was cancelled and not rescheduled.
- What trainings do we require regularly from all town employees? Regional towns offer/require annual trainings on basic things like CPR, fire extinguisher use, slip/trip/fall awareness; does Tamworth?
- Do other municipalities link pay increases or promotion to increased education, training, or certifications? How do Tamworth employees benefit if they engage in continuing education?
- Tamworth could become a host site for trainings, showing our commitment to supporting our employees while also earning a financial benefit (often hosts get free slots in trainings) and a reputation as an employee destination
- When we update our policies, are they given to each employee with a sign off card where each acknowledges that it’s been received and reviewed?
- Do new employees get a binder with all relevant employment info upon hire?
- Can we create a sick leave pool policy?
- What would earned leave time look like in Tamworth, replacing our current tiered time on the job/time off plan?
- What would this cost to implement?

Part of this process will include polling all town employees about what parts of our policies work for them and suggestions for change. Each committee member will come to the next meeting with at least 3 questions for this survey.

Future meetings will be scheduled from 4:15-6:00pm, during which members will collaboratively review our policy and compare sections to those of surrounding like towns. We will also draft the survey and seek permission from the select board to include it in paychecks.

July and August meetings planned for July 19 and 26, August 9 and 30, from 4:15-6pm, in the meeting room of the town offices.

Respectfully submitted for the committee by,

Lianne Prentice