



Northeast District Department of Health

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DRAFT NDDH Personnel Committee October 9, 2018 Meeting Minutes

- 1) The meeting was called to order at 3:35 P.M.
- 2) Attendance: David Griffiths, Heidi Clifford, Arvind Shaw, Sue Starkey & Melissa Nichols
- 3) Meeting Minutes: A. Shaw made a motion to accept the Minutes of the August 14, 2018 Personnel Committee meeting. H. Clifford proposed amending the minutes as follows: Correct three occurrences of mis-spelling of A. Shaw's name; change the meeting time of the next/October 9 meeting to 3:30 P.M. and add the following sentence to the fourth bullet of Section 4: There were those who thought it should be eliminated and those who thought it should be kept. Amended motion passed.
 - a. The Committee briefly discussed Payment in Lieu of Health Insurance Policy before deciding to put this issue on the agenda for the next committee meeting. Details describing the financial impact of policy alternatives to be developed for the meeting.
- 4) H. Clifford made and A. Shaw seconded a motion to recommend the following modification to NDDH By-Laws Committee's Proposed Changes to NDDH By-Laws regarding the Personnel Committee: (Font Legend: original in black, recommendations from By-laws Committee in red and Personnel Committee in green).
 - Personnel Committee. The Personnel Committee shall be appointed by the Executive Committee subject to the approval of the Board at the November meeting, with terms to begin at the end of the meeting. It shall consist of no fewer than three Board members. **The Personnel Committee may meet annually to conduct a Wage & Benefit analysis for consideration in the upcoming budget planning process.** The Personnel Committee shall present recommendations to the Board on all personnel policies. Such recommendations shall be made with the advice of the Director of Health. Motion passed.
- 5) Employee Manual
The committee reviewed proposed changes to the NDDH Employee Manual and generally agreed on the following changes—recognizing that these decisions may need to be modified as we progress through subsequent portions of the Manual:
 - Reorganization: according to new Table of Contents was acceptable
 - Accepted the Definitions section with the following changes:
 - Keep Continuous Service Definition; move the policy language to the relevant section of the Manual
 - Select Blue font definitions of Employee (non-Exempt) and Exempt Employee

- Place black font Exempt Employee language in NDDH Employee Orientation Document, such document to be developed by management and include welcoming remarks, guidance and specific operational information.
- Use the term PROBATIONARY PERIOD throughout rather than current term, Introductory Period, and specify that Regular Employees are those who have completed their six-month Probationary Period.
 - Note, there were questions about the current Introductory period including length and formal notification of change of status to REGULAR employee. Currently NDDH employees serve a six-month Introductory period during which they accrue Leave-Time benefits but are unable to take Leave-Time until they have completed the six month/Introductory (Probationary) period.
 - Additionally, the group discussed Annual Evaluations—which are conducted by supervisors using a standard form; Self-Evaluations—which are encouraged but not required (a requirement was suggested); Follow-Up Evaluations when there are performance issues—which are not currently part of the annual evaluation process, but are conducted as appropriate based on disciplinary actions; as well as the need for documentation in employee records - particularly in the event of an unemployment claim. Currently management/supervisors maintain records of performance success and discipline to be used for evaluation purposes and evaluations are conducted annually and help in employee personnel records.
- Select blue font description of Full-Time and Part-Time Employee.
 - There was extensive conversation regarding the implications of defining full-time as 30 hours (current policy) versus 37 or 40 hours per week including: cost savings because part-time employees are not eligible for Health Insurance; additional work performed because part-time employees do not earn Leave-Time. Conversely, wages and benefits and work environment are important for recruiting and retaining employees. It was acknowledged that current part-time employees with benefits could be grandfathered in to receive all benefits if the Board does increase the work requirements for Full-time status. This issue will be further discussed as the relevant portions of the Manual are reviewed.
- Eliminate Seasonal Employee definition and retain black-font definition of Temporary Employee adding the clause that the time period is not to exceed 24 months.
- Keep *Harassment* and *Sexual Harassment* listed separately and alphabetically under definitions but group both policies together in the policy portion of the Manual.
- Strike Article 1. General Policy because NDDH does not have a formal merit system with merit standards.
- Select the blue font portion of Article 2.
- Adopt Article 6.

6) Next Meeting will be December 11 at 3:30 P.M.

7) Motion to adjourn made by Adjourn