



# Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234  
860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

## Draft Personnel Committee Meeting Minutes 2/15/2019

10:00 a.m. to 12:00 p.m. 69 S Main St, Unit 4, Brooklyn, CT

- A. Attendance: David Griffiths (Chair), Lana Salisbury, Donald Gladding, Sue Starkey (DoH), Melissa Nichols and Holly (intern)
- B. D. Gladding made and L. Salisbury seconded a motion to accept the Minutes of the December 11, 2018 meeting. Motion passed unanimously.
- C. Employee Manual Updates
  - Articles 4 – 4.3 were reviewed. Plan is to review data on wages/wage analysis before making decisions on this section.
  - Keep Article 4.4
  - Article 4.5 Strike NDDH; use Green language. Decline Blue/merit-based pay. And consider the policy for adjustments upon promotion & demotion at a later date.
  - Keep 4.5
  - Strike “Please submit...” sentence from NDDH policy and add: “Mileage must be pre-approved and expense sheets submitted by the employee. Reimbursement shall be made to such employees after mileage expense sheets are approved by the Director.
  - Add 4.7 Tuition Reimbursement Program. All full-time employees are eligible for tuition and training reimbursement after successful completion of the Probationary Period. Tuition reimbursement is contingent upon funding availability and prior approval from the Director. Employees must satisfactorily complete the course with a grade of “B” or above or a “Pass” or “Completed” for ungraded programs. To receive reimbursement, the employee must provide receipts and attach copies of grades within 90 days of course completion. [We should say that it is limited to 75% of tuition costs for credit courses. And we should probably limit it to one course per semester SS]
  - Discussed Retirement Plan in lieu of Social Security. Not sure if the Plan is optional. If it is required that all staff must be on the same plan, we may have to continue because Union contract calls for Retirement Plan payments at 11%.
  - Add 4.9 and keep 4.10 & 4.11 adding Direct Deposit language and changes as proposed.
  - Add Article 6.3 excluding grey sentence regarding District payment of renewal fees.
  - Keep 6.3.2 – changing grammar: “When hired you sign a ...” and strike final sentence.
  - Keep 6.4
  - Keep first sentence of 6.5; move second to section 6.6. Revisit portion written in blue-possibly have a lawyer review.
  - Strike Blue portion of 6.6. Keep Green-except “unless previously approved by the Director”.
  - 6.7 Strike “Please understand that” and 3<sup>rd</sup> sentence.
  - 6.8 change to: “Employment with NDDH requires signing...”
  - Strike NDDH Probationary Period. Replace with Blue 7.1 – 7.6. Strike reference “the working test” in 7.5 and add “or alternative period as determined by the Board to 7.6.c
- D. Meeting was adjourned at noon.