



## Northeast District Department of Health

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### Personnel Committee Meeting Minutes 5/14/2019 3:30 p.m. 69 S Main St, Unit 4, Brooklyn, CT

- A. Attendance: David Griffiths (Chair), Lana Salisbury, Donald Gladding (arrived at 3:37 PM), Sue Starkey (DoH), Melissa Nichols, Anna Griggs. Heidi Clifford excused with notification.
- B. Meeting was called to order by Chair D. Griffiths at 3:32 PM
- C. L. Salisbury made a motion to accept the Minutes of the April 9, 2019 meeting. Seconded by D. Gladding. Motion passed unanimously. \*Minutes were originally tabled, then taken off the table and voted on when all participants had arrived.
- D. Employee Manual Updates:  
FMLA:
- Discussion took place about whether employees should be required to use paid leave time during a FMLA leave. Lana made a motion to require paid leave time and comp time to be used, D. Gladding seconded, motion passed unanimously.
  - It was discussed which policy should be used for how the time will be measured that has been used for FMLA. The options were 1. A 12-month period measured forward from the date of the first FMLA leave usage, or 2. A “rolling” 12-month period measured backward from the date of any FMLA leave usage. Lana moved to accept option number 2, a “rolling” year, D. Gladding seconded, motion passed unanimously.
- Wage Policy:
- Wage comparison data was looked at for public health employees across the State. NDDH would like to pay in the 35<sup>th</sup> to 70<sup>th</sup> percentile to attract and keep employees.
  - In the employee manual, section 3.1 to 3.3 were reviewed. 3.1 was to keep as written, 3.2a was to keep as written, 3.2b strike “but at least once every four years for all positions in the organization” and replace with “in accordance with the bylaws”. Section 3.2b2 strike “A spread of 35% shall” and replace with “The 35 to 70 percentile of competitive State rates shall be used to establish the ranges”. Section 3.3 was kept as written.
  - D. Gladding made the motion to accept these revisions to the manual, L. Salisbury seconded, motion passed unanimously.
- E. Next Meeting: The next Personnel Committee Meeting will be held on Thursday, July 11, 2019 at 3:30 PM
- F. Motion to adjourn made by L. Salisbury, seconded by D. Gladding, all in favor, motion passed unanimously, meeting adjourned at 5:07 PM