



## Northeast District Department of Health

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### Personnel Committee Meeting Minutes 10/8/2019

3:30 p.m. 69 S Main St, Unit 4, Brooklyn, CT

- A. Attendance: David Griffiths (Chair), Lana Salisbury, Donald Gladding (arrived at 3:40 PM), Sue Starkey (DoH), Melissa Nichols, Anna Griggs. Heidi Clifford
- B. Meeting was called to order by Chair D. Griffiths at 3:30 PM
- C. L. Salisbury made a motion to accept the Minutes of the May 14, 2019 meeting. Seconded by D. Griffiths. Salisbury, Griffiths and Gladding in favor, Heidi Clifford abstained, motion passed 3,0,1.
- D. Employee Manual Updates:  
The Personnel Committee agreed to the following changes:
- Section 3.7 strike “and training” from tuition reimbursement program, all three locations.
  - Section 3.8 will read “Employees are offered a choice of social security or NDDH retirement Pension Plan (the SEP IRA). Participation in this Plan is by employer-only contribution. NDDH makes a contribution each payroll to the Retirement/Pension Plan Fund on behalf of enrolled employees. Employees can change from one to the other at any time. NDDH will not make adjustments to pay rate based on social security/pension status. Details are available from the Finance Manager.”
  - Section 3.9 strike “voluntary Retirement Plan” from title.
  - Section 3.10 strike the first sentence up to “NDDH” in the first paragraph. Strike the first two sentences from paragraph two, add “NDDH will provide information on unemployment compensation, at termination of employment, as required by law” as the last sentence.
  - Section 3.11 Strike “Pay Cycle” from title, Under Mandatory Deductions strike “please” add “you must”, strike “immediately” and “We advise you to”. Remove paragraph starting with “in order to be exempt”. Strike “Your voluntary” replace with “Optional contributions to any NDDH”, strike “explained” replace with “itemized”. Move that paragraph to section 3.9.
  - Section 10.1 General Policy will state “Leave is any authorized absence during regularly scheduled work hours that is approved by your supervisor or the Director of Health. Leave may be authorized without pay only during your probationary period. Leave shall be granted in accordance with leave policies and on the basis of the work requirements of the Health District.” Strike “of absence” in all locations of section 10.1. Strike section titled “accepting other employment”. Strike last sentence of section 10.1, remove all capital “AN” replace with “an”.
  - Section 10.2 Strike entire section.
  - Section 10.3 will read “NDDH offers eligible employees paid time off. Eligibility requirements are specified for each leave time category”.
  - Section 10.3.1 to say “Holiday”
  - Section 10.3.1.1. strike “may be” replace with “are”.
- E. Next Meeting: The next Personnel Committee Meeting will be held on Thursday, December 10, 2019 at 3:30 PM
- F. Motion to adjourn made by Heidi Clifford, seconded by L. Salisbury, all in favor, motion passed unanimously, meeting adjourned at 5:07 PM