



Northeast District Department of Health

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Personnel Committee Meeting Minutes 1/7/2020

- A. Attendance: Lana Salisbury (chair), Donald Gladding, Sue Starkey (DoH), Melissa Nichols, Anna Griggs. Heidi Clifford was excused with notification.
- B. Meeting was called to order by Chair L. Salisbury at 3:30 PM.
- C. Minutes: D. Gladding made a motion to accept the Minutes of the December 10, 2019 meeting. Seconded by L. Salisbury, motion passed.
- D. Employee Manual Updates: The Personnel Committee agreed to the following changes:
- Section 10.2 (Performance Reviews) first paragraph will read “Because we want you to grow and succeed in your job, NDDH conducts formal performance reviews. New employees are reviewed upon completion of their probationary period. A review may also be conducted in the event of a promotion or change in duties and responsibilities. Once each year, generally near your anniversary date, your supervisor will review your job progress within our organization and help you set new job performance plans.
 - Strike “orientation” from bulleted list of areas supervisor will cover.
 - Last paragraph will read “Your review provides an opportunity for collaborative, two-way communication between you and your supervisor. NDDH is interested in helping you to progress and grow in order to achieve personal as well as work-related goals. The performance review gives your supervisor an opportunity to suggest ways for you to advance and make your job at NDDH more fulfilling.”
 - Last sentence strike “your supervisor” and replace with “The HR manager and Director of Health”.
 - Section 10.3 (Leaves) First sentence strike “time off is paid”.
 - Section 10.3.1.2 strike “There are 10 recognized holidays and 3 Floating Holidays”.
 - Last paragraph strike “and paid for as regular holiday pay”.
 - 10.3.3 Strike “Introductory”, replace with “Probationary”. Strike the sentence “Therefore your vacation must be approved...at least two weeks in advance” replace with “In order to assure the orderly performance and continuity of those services provided by the employees, each employee wishing to schedule a vacation should request leave as far in advance as possible, but usually at least two weeks in advance of the requested vacation period”. Strike the sentence “specific vacation dates must be approved by your supervisor”.
 - Under Accumulation Rights strike “Effective November 1, 2018, Vacation time will not accrue beyond 120 hours”. Add “Transfer of accrued leave balances. An employee of the Health District who was previously employed by a member town prior to the town’s membership in the Health District shall have his/her accrued vacation leave balances transferred to the Health District to a maximum of 120 hours”.
- E. Motion to adjourn made by D. Gladding, seconded by L. Salisbury, favor, motion passed, meeting adjourned at 4:35 PM.