



Northeast District Department of Health

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DRAFT Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Thursday, July 29, 2021

Time: 4:04 PM Eastern

1. Attendees:

Lana Salisbury (Committee Chair), Heidi Clifford, Don Gladding, Ann Hinchman, Susan Starkey (Director of Health), Melissa Nichols (Finance Manager / HR) and Linda Violette Buisson (Administrative Assistant)

2. Minutes:

June 24, 2021: L. Salisbury requested a correction to the minutes. She requested wording about accrual on a 40-hour work week that is under Vacation leave needs to be included under Sick leave. This change was omitted from the June. D. Gladding motioned to accept minutes with the above change. A. Hinchman seconded. L. Salisbury, A. Hinchman and D. Gladding voted in favor. H. Clifford abstained. Motion carried 3-0-1.

3. Employee Manual

A few more revisions were requested to the most current (Draft 4) edition of the Employee Manual. The following recommendations were discussed and agreed upon:

- Page 5: Under Telecommuting, a new paragraph will be added. Paragraph 5 will read *“Employees may not telework with the intent or purpose of meeting their dependent care responsibilities. While performing official duties, teleworkers are expected to arrange for dependent care just as they would if they were working in the office.”*
- Page 6: Under Full-Time Employees: change from “Employees regularly scheduled to work at least 37 hours per week” to *“Employees regularly scheduled to work at least 30 hours per week.”*
- Page 6: Under Part-Time Employees: change from “Employees regularly scheduled to work less than 37 hours per week” to *“Employees regularly scheduled to work less than 30 hours per week.”*
- Page 11: Under Vacation, paragraph 1: change the first sentence from “Employees who regularly work 30 or more hours per week are eligible for vacation leave” to *“Full-time employees are eligible for vacation time.”*

- Page 11: Under Vacation, move the second paragraph reading “*Accrual is pro-rated, based on a 40-hour work week*” to paragraph 4, sentence two, directly following “For non-represented employees, the following accrual formula applies.”
- Page 12: Under Vacation, paragraph 9, change “Employees on an approved leave of absence will accrue vacation leave for the first 30 days, after which accrual will cease” to “*Employees on approved leave will accrue vacation time for the first 30 days of complete absence after which accrual will cease.*”
- Page 12: Under Sick Leave, paragraph 1: change the first sentence from “Employees who regularly work 30 or more hours per week are eligible for sick leave: to “*Full-time employees are eligible for sick leave.*” Additionally, change the last sentence to include the word parent. It will read, “*It may be used for non-work related medical illness and injury, visiting doctors, dentists, or other recognized practitioners, and attending to the medical needs of immediate family, defined as a child, spouse, parent, household family member or significant other.*”
- Page 12: Under Sick Leave, paragraph 2: add a new first sentence to read “*Accrual is pro-rated, based on a 40-hour work week.*” The remainder of the paragraph will remain as is.
- Page 13: Under Sick Leave, paragraph 4: change the wording to “*Employees on an approved leave will accrue Sick Leave for the first 30 days of complete absence, after which accrual will cease.*”
- Page 13: Under Personal Leave, paragraph 4: change sentence 2 to read as follows, “*Employees on an approved leave will accrue Personal Leave for the first 30 days of complete absence, after which accrual will cease.*”
- Pages 14 & 15: Family and Medical Leave: this entire section will be taken out of the manual. NDDH and public agencies have to offer FMLA however, our employees are not eligible for FMLA because we are a public agency with *less than 50* employees.
- Page 20: delete the final words “*on premises*” in bulletpoint that will read “Obscene or abusive language toward any employee or customer; indifference or rudeness towards a customer or co-worker; any disorderly/antagonistic conduct.”

Next Meeting:

The Personnel Committee will next meet on October 26 at 4 p.m.

4. Adjournment:

L. Salisbury motioned for adjournment. A. Hinchman seconded. L. Salisbury, A. Hinchman, H. Clifford and D. Gladding all in favor. Motion carried. 4-0-0. Meeting adjourned at 5:08 p.m.

Respectfully submitted,
Linda Violette Buisson