



Northeast District Department of Health

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Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Tuesday, January 4, 2022 Time: 4:00 PM Eastern NDDH Conference Rm / Zoom

1. Meeting was Called to Order at 4:03 p.m.

2. Attendees:

Lana Salisbury (Committee Chair), Don Gladding, Ann Hinchman, David A. Griffiths, Susan Starkey (Director of Health), Paulina Martinez (Human Resources) and Linda Buisson (Administrative Assistant)

Absent: Heidi Clifford

3. Citizen Participation. None.

4. Minutes:

December 14, 2021: A. Hinchman motioned to accept minutes. D. Gladding seconded. L. Salisbury, A. Hinchman and D. Gladding in favor. Motion carried. 3-0-0.

5. Telecommuting Update

Discussion regarding document titled NDDH Remote Work, Telecommuting and Flextime. Document was proposed to be added to the current telecommuting policy section of the Employee Manual. Assistance was provided by our attorney and the Executive Committee. We currently have four documents governing telecommuting: the policy in the Employee Manual, Pre-Approval form (now titled Application form), Agreement form and the Protocol (this includes the particulars of what is in the policy).

Suggested changes to documents include the following:

NDDH Remote Work, Telecommuting and Flextime

Under Definition:

Telecommuting will be revised to read *Telecommuting: Work outside the NDDH office or field assignment on an approved schedule during scheduled work hours such that telecommuters are available to staff and customers during business hours. Telecommuting Agreement is needed for remote work that extends beyond two weeks.*

Under Eligibility and Limitations:

The very last bullet point reading *Telecommuting is limited to 24 hours per week* will be stricken.

It was decided to add a bullet point at the bottom of this section reading *Agree to all terms on the Application Form and Telecommuting Agreement. Forms are available from Human Resources.*

Under Approval Procedures:

Sentences two and three will be changed to once sentence reading *Requests to telecommute can be initiated over the phone, by text or email, but must be followed by a written Telecommuting Application to HR for review and approval.* The next sentence will read *Application forms are available in HR.*

Additionally, it was agreed to add to the Employee Manual: *If directed to come to the office, employees will do so within one hour of notification.*

A.Hinchman motioned for approval to accept the revisions discussed to the NDDH Remote Work, Telecommuting and Flextime document, all of which will be added to the Employee Manual.

D. Gladding seconded. All in favor. Motion carried. (3-0-0)

Telecommuting Application Form

Item number 2 under General Information Required will be revised to read *Employee's requested telecommuting schedule.* (The word requested is used twice in the current version).

The first sentence under I am responsible for will be corrected. There is a spelling error. The corrected sentence should read *The Safety and security of equipment, information, and other resources used while telecommuting.*

The second sentence will be revised to read *Reporting any incidents of loss, damage, or unauthorized access to my supervisor at the earliest reasonable opportunity.*

The signature section at the bottom of the page will be revised to *I hereby affirm by my signature that I have read and understand and agree to all provisions.*

Telecommuting Agreement Form

Under item #4, add *d. Employee's cell phone number.*

6. Director of Health Evaluation

- a. Executive Session commenced at 5:08 pm
- b. Resume Meeting. Meeting resumed at 5:48 pm.

L. Salisbury will prepare an evaluation summary and report to the full Board.

7. Adjournment.

A. Hinchman motioned to adjourn. D. Gladding seconded. L. Salisbury, A. Hinchman and D. Gladding in favor. Motion carried. 3-0-0. Meeting adjourned at 5:50 p.m.

Respectfully submitted,
Linda Violette Buisson