

## Personnel Committee

### 12-2-22 Meeting Minutes

Members present: Alex Taylor, Chair; Christine Murphy; Susan Collins (attended meeting via zoom); Paul Manning. Employee Representative

Meeting took place both in person and via zoom.

Meeting was called to order at 9:05am

*Minutes* – Alex motioned to approve the 7/1/22 minutes; Christine seconded. **Vote: 3-0, motion carried.**

Alex motioned to approve the 11/18/22 minutes; Christine seconded. **Vote: 3-0, motion carried.**

*Holiday Pay as it Relates to Library Employees* – After the 11/18 meeting, Alex reached out to labor attorney Jack Collins for legal advice on the matter. At the 11/18 meeting, Committee had voted to suspend the holiday pay policy/practice (library employees would not be putting in for holiday pay for holidays that fell on days that the library was closed). Jack informed Alex that there were multiple legal options they could pursue: continue the pay practice as is until bylaw changes are put before town meeting; suspend the policy and not allow back pay; suspend and allow back pay (back pay would need to be approved by town meeting); town is not legally bound to the oral promise to library employees; town is not bound to pay other employees for this practice; continue the policy as is until more discussion on developing a bylaw to reflect the policy (meet in January to begin drafting a bylaw to put before town meeting). Committee discussed the options at length. It was stated that this policy has been in practice since at least 2013. Committee struggled with the complexity of the issue and discussed how it would affect other town employees and the budget. All agreed that they are committed to changing the bylaw ensuring it is fair and equitable to all employees. Definition of full-time will need to be reviewed as well as making sure employees/departments that set their own schedule don't take advantage of the policy. Alex will request a list of full-time employees from the Treasurer/HR as well as a current work schedule for those employees. Alex will also inform the Treasurer/HR, Library Director and Library Board of Trustees Chair of the Committees actions taken.

Alex motioned to reinstate holiday pay precedent while the Committee investigates a solution and re-writes the bylaws; Christine seconded. **Vote: 3-0, motion carried.** Alex amended the motion to include only library employees as of this date; Christine seconded. **Vote: 3-0, motion carried.**

*Compensation Plan Update* – Jeff has had no forward progress in connecting with Collins Center. Alex will reach out to Collins Center on behalf of the Committee and express the immediate interest in having a compensation audit.

Hearing no other business, meeting adjourned at 9:47am.

*Respectfully submitted,  
Sophia Welch  
Board Administrative Assistant*