

Human Resources Board

Subject: Minutes of Subcommittee Meeting held on Monday, February 7, 2022

Present: Mark Gleckman, Diane Doyle, John Ferrara, Anthony Antico, John Lucey, Lynne Chadey, Tracy Blais, Town Administrator

Excused: None

Convened: 4:04 pm

1. **Call to Order:** The subcommittee meeting was called to order by Mark Gleckman at 4:04 pm. Meeting notice requirements were communicated and complied with. A quorum was present.
2. **Minutes of Prior Meeting:** None
3. The purpose of the Subcommittee Meeting was to review changes to the Personnel Policy Manual. A review of the document revealed that several changes relative to the Town Administrator Act, Retiree Benefits and Office Closures were needed.

The first substantive change relative to Retiree Benefits (Chpt. VII, Section B, D) was discussed. Town Counsel recommended updating the guidelines here due to a case which requires retiree benefits to follow the retirement system guidelines. A motion was made by Lynne Chadey to approve the change as amended to include the definition of "creditable service". The motion was seconded by John Ferrara. Approval of the change was unanimous.

The second substantive change was to any office closure (Chpt. VIII, Section A, Subsection c, iv) and compensation for non-exempt employees. This section was updated to reflect the Massachusetts Dept. of Labor Standards to pay any employees reporting for duty a minimum of 3 hours of pay. After discussion it was decided to amend the change to include that time lost and made up in another time period could not result in any paid overtime. As amended, a motion was made by John Ferrara to approve the change and seconded by Anthony Antico. Vote was unanimous.

The Personnel Policy Manual as amended will be presented to the Select Board at the February 22, 2022 for final acceptance.

4. **Next Meeting:** No future meetings are scheduled for the Classification Subcommittee at this time.
5. A motion was made by Anthony Antico and seconded by John Ferrara to adjourn at 4:50 pm.

Adjourned: Approximately 4:50 PM

Scribe: Diane M. Doyle