

Town of Panton
Personnel Committee Minutes
August 27, 2014/6:30 P.M.

In Attendance:

Howard Hall, Co-Chair
Beth Tarallo, Co-Chair
Paul Sokal
Heidi Mahoney
James Dayton

6:37 H. Hall called meeting to order

H. Mahoney gathered sample policies from Hyde Park, Ferrisburgh, etc. Heidi will share with group, and used them to compare current draft sections and VLCT sample sections.

H. Mahoney shared draft outline for framework/sections of personnel policy manual.

Discussion ensued on the following draft sections:

Title and Authority-draft reviewed

Conduct of Employees-draft reviewed

Alcohol and Drug Use- draft reviewed

Use of Town Equipment-draft reviewed

Short Term Family leave-discussion ensued; this section excluded as Panton doesn't meet the state or Federal threshold requirements.

Employment Discrimination-draft reviewed

Severability-discussion ensued; this section excluded as seemingly unnecessary.

Discussion re: sections for review at next meeting: persons covered, hours of service, tobacco use, use of town computer systems, leave of absence without pay, and sexual harassment.

Next meetings scheduled for 9/24/14 at 6:30pm, 10/1/14 at 6:30pm, 10/15/14 at 6:30pm and 10/29/14 at 6:30pm.

H. Hall moved to approve draft sections as discussed in outline for recommendation to Selectboard.

H. Mahoney seconded, all approved.

P. Sokal motion to adjourn at 8:05pm. J. Dayton seconded. Approved and Adjourned.