

Personnel Policy Committee

Minutes, March 21, 2016, 3:00-4:30 p.m.

Julie Potter, Chair; Laura Hill-Eubanks; Bonnie Waninger, Executive Director, Tina Ruth, Secretary

Julie called the meeting to order at 3:05 p.m.

No members of the public attended, so there were no comments.

There were no changes to the agenda.

On motion of Laura, seconded by Julie, the minutes of the February 22, 2016 meeting were approved.

We reviewed the draft job descriptions for the Office Administrator and Finance Manager. Judging by the first round of applicants, it appears unlikely that we will find one person to do all that our retiring Office and Grants Manager, Laurie Emery, did for CVRPC for some -- years. The precise responsibilities and hours of each position will depend on the actual skills and characteristics of the people hired.

We then began reviewing the revised Personnel Policy Manual, dated 3.21.16, starting with p.1, 1.0, Introduction, and ending with 4.45, Parental, Family and Medical Leave, lines 28-30, on page 12. Julie will edit the sections noted below, not necessarily using the exact language provided here.

On p.6, line 1, we agreed to delete "at home" and substitute "while telecommuting."

On p.6, line 17, add new sentence: "VT Alerts provides advance alerts of significant weather events."

On p.7, we deleted the suggestion in note J26.

On p.8, Julie will edit lines 22-25 to clarify the meaning. Lines 24-25 will use language similar to lines 22-25 as it applies to exempt employees. She will edit to insert clarification enabling reimbursement of pre-approved travel expenses for volunteers, and allow per diem reimbursement for 3 days or more for out of state travel to be paid in advance. Line17: add at the end of the sentence, "and may result in denial of reimbursement."

On p.11, line 27, insert "domestic partner" after "employee's spouse."

On p.12, line 3: Add a sentence such as: "Under extenuating circumstances, an employee may request that the Executive Director ask the Executive Committee to approve additional sick leave."

Lines 28-30, Laura will send us all a link to relevant information to consider. That was where we stopped.

We agreed to meet again on Monday, April 11, 2016, at 3:00 p.m., to continue of the review of the draft Personnel Policy Manual.

Respectfully submitted, Tina Ruth, Secretary
3.25.16