

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Personnel Policy Review Committee
Minutes
May 23, 2016, 3:00-5:00 pm

Julie Potter, Chair; Bonnie Waninger, Executive Director; Tina Ruth, Secretary

Julie called the meeting to order at 3:05 p.m. Laura Hill-Eubanks was unable to attend.

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

On motion of Julies, seconded by Tina, the minutes of the April 18, 2016 meeting were approved.

We reviewed the staff comments on the Draft Personnel Policies Manual with the changes made on April 18. We discussed thoroughly all the staff comments. We will incorporate language to prorate health insurance coverage for part-time employees working 20 hours/week or more. Julie will revise the Draft Manual to reflect our discussion, and will date the revised draft June 6, 2016, the date of the next EC meeting. The draft manual will be introduced at the June EC meeting and discussed at the July meeting.

We noted that the job descriptions were already approved by the CVRPC Executive Committee on May 2, 2016. We will not make changes to them now, although they can be revised in the future.

We reviewed Julie's draft memo to the Executive Committee introducing the Manual: she will make minor revisions.

We agreed not to schedule another PP Committee meeting at this time. We may meet again, depending on the comments received from EC members.

Respectfully submitted, Tina Ruth, Secretary
5.25.16