

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Personnel Policy Committee**  
**DRAFT Minutes**  
**March 12, 2020**

Committee: Julie Potter, Steve Lotspeich, Michael Gray  
Staff: Nancy Chartrand

**Call to Order**

Chair J. Potter called the meeting to order at 10:11 pm.

**Adjustments to the Agenda**

None.

**Public Comment**

None.

**Minutes**

*S. Lotspeich moved to approved the minutes of February 21, 2020; seconded by M. Gray. Motion carried.*

*Discussion of need for original approved version of Personnel Policy with lines for Julie. The attorney draft has already had this added.*

**Discuss Emergency Provisions**

Question was raised as how emergency contingency plans would relate to Personnel Policy. Concurred that it should not be funneled through the Personnel Policy Committee, but staff should draft and if needed be approved by Executive Committee Perhaps a separate policy that is an appendix to the policy to handle an emergency plan. Grace and Bonnie should bring the Continuity of Operations before the Executive Committee at the April meeting. There may need to be short-term contingencies for sick leave, remote/flex work from home, etc. There could be many reasons to have an emergency deviation from the Personnel Policy – i.e. fire, public health, public safety, etc.

**Discuss Initial Sections and Attorney Review**

Chair Potter opened the table to discussion on the attorney comments of the draft policy.

With regard to the attorney's concern about the words "Manual", Potter suggests we call these Personnel Policies vs. Personnel Policy Manual. Discussion ensued regarding how to wrap in operations procedures in conjunction with the personnel policies. A separate procedural

document is also suggested to be able to pull some direct procedures out of the Personnel Policy and putting in a procedural manual.

Welcome Letter – questions as to who the letter should come from – i.e. Board or Executive Director. Specific wording changes were identified in paragraph 6, “manual” to “document”; “us” to “me”. Discussion on paragraph 5 about adding more about municipality assistance/agent work being included. Suggested to amend missions and goals to “missions, goals, and work program”.

Acknowledgment Form – It was confirmed that the acknowledgment form does get used with staff. Attorney had a lot of comments on this form, specifically related to at-will employment. Suggested we approve lawyer’s recommendations. Need to confirm if the word “Manual” needs to be redacted throughout. Suggested we draft without manual and use policies, but to also confirm Waninger’s agreement with this.

Introduction – comment and edits from attorney. Discussion about removing “procedures” from paragraph 1, and “probationary” from paragraph 2. Add “modify” in paragraph 4 consistent with the acknowledgment form. Section 1.2 – remove “manual” and discussion to potentially change “will be reviewed” to “may be reviewed annually . . . , ”. It was determined to keep the language as is. 1.4 – remove “manual” and replace with “policies”.

Social media activity was brought up and attorney suggested adding a new section.

Section 2.1 – delete “in this manual.” Section 2.2 – language accepted.

Section 2.3 – exempt employee language it was recommended to not abbreviate FLSA. Use Executive Director as the contact in this section. Discussion on the use of standard work week under nonexempt employees, should this be amended to read standard 40-hour work week, which was agreed upon.

Section 2.4 – brief discussion on the temporary employee issue; and need for confirmation of what the time frame is. Need to discuss with Waninger in more detail. Additional discussion on Waninger’s question in the document regarding promotion of a temporary employee without advertising. This will be further discussed when hiring procedures are reviewed.

Section 2.6 – discussion on attorney’s additional language regarding internal candidates which needs to be discussed in concurrence with sections 2.7 and 2.8. Also noted was the specific employment procedures be in a procedural manual vs. the policy, with a reference done in accordance with the procedures manual. Suggested starting a procedures manual concurrent with this review and pulling out sections to be placed in a manual which would be finalized upon the completion of the Personnel Policy Review. Chartrand requested to provide for next

meeting a list of the topics that have been marked previously for going into the draft Administrative Procedures Manual.

### **Next Steps**

Potter noted review today through Employment Authority, but need more discussion on the rest of Section 2 – Employment. Potter will follow-up with Waninger on items she may want to have on the next agenda, otherwise will keep moving forward through the document. It was concurred that further meetings could be done via conference call if necessary. Next meeting is scheduled for March 23<sup>rd</sup> at 2:00 pm. Suggested to continue to try to meet two times per month and can alternate having Waninger at the meetings. Chartrand requested to share suggested April dates.

### **Adjourn**

*M. Gray moved to adjourn at 11:33 am; S. Lotspeich seconded. Motion carried.*