CVRPC Personnel Policies Committee

January 12, 2015

Minutes subject to review and approval at next meeting

Juliana Potter, Chair; Tina Ruth, Secretary. Laura Hill-Eubanks, notified Julie and Tina in advance that she was unable to attend because of poor driving conditions.

Julie called the meeting to order at 3:10 p.m. There were no changes to the agenda, and there was no public in attendance, so no public comment.

The minutes of our most recent meeting, on December 15, 2014, were approved as previously amended.

Julie and Tina reviewed the draft Personnel Policies dated 1.12.15 that Julie had sent out electronically prior to the meeting. We reviewed the changes Julie had made to the first seven pages of this draft as a result of the discussion at our last meeting, identifying a needed further clarification in the section on time sheets on page 6. We then reviewed the subsections on Telephone Calls, Personal Mail and Packages, Computer Use, and Dress Code, and the section on HOLIDAYS AND LEAVES as far as Leave of Absence. We will continue our review starting with the subsection on Military Leave.

Laura sent comments on the 1.12.15 draft electronically, which we will review together at our next meeting.

Our next meeting will take place on Monday, February 9, 2015, from 3:00-4:30, at the CVRPC office in Montpelier.

Respectfully submitted,

Tina Ruth, Secretary

1.14.15