



## Personnel Board Meeting Minutes for September 20, 2018

Meeting Opened: 12:31 pm

Members Present: Bill McConnell, Jack Rollins, Barbara Fortes

Others Present: Pam Bennett Administrative Secretary

Bill McConnell Chaired the meeting.

1. General Provisions- B. Fortes motioned to approve policy. Jack Rollins a seconded the motion. All in favor.
2. Orientation and Probation- J. Rollins motioned to approve policy. B. Fortes Seconded the motion. All in favor.
3. Unpaid leaves of absence- B. Fortes motioned to approve policy. J. Rollins seconded the motion. All in favor.
4. Vacation leave- Board wanted clarification between the first paragraph and the schedule, B. Fortes made motion to table policy to next meeting once have answer. J. Rollins seconded the motion. All in favor.
5. Hours of work policy- J. Rollins motioned to approve policy. B. Fortes seconded the motion. All in favor.

Motion to Adjourn hearing and convene regular meeting.

J. Jernigan had a question about the computer policy. She stated that the current computer policy states not using the Town computer for personal use but does not go into stating using any town computer for personal use. Wanted the personnel board to be aware and maybe when we are addressing that policy should make the distinction. They said they would.

Approval of July 19<sup>th</sup>, 2018 meeting minutes

June 21, 2018 meeting minutes brought on discussion by J. Rollins. He stated he feels the Board should be aware of what was going on with the Police chief search and salary. In

June J. Rollins asked Mr. Grande if they would be involved and Jay said with compensation.

Meeting Adjourned 1:15