

Town of Huntington — HR Subcommittee Meeting

Thursday, December 04, 2014—1:00 pm

Fire Station Training Room

RECEIVED

DATE

December 19, 2014



APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Public Comment • Kick Off <ul style="list-style-type: none"> ○ Define purpose, process, and products of HR Subcommittee ○ Identification of highest priority items ○ Develop preliminary plan • Other Items <ul style="list-style-type: none"> ○ Overtime Calculation ○ Opt-Out
<p>Members present:</p>	<p>Nancy Stoddard (Chair), Dori Barton, Barbara Elliott, Roman Livak</p>
<p>Others present</p>	<p>n/a</p>
<p>Call to order</p>	<p>Stoddard called the meeting to order at 1:00 pm.</p>
<p>Agenda Review</p>	<p>2 key items were identified as warranting immediate consideration: overtime calculations and the insurance opt-out policy.</p>
<p>Overtime Calculations</p> <p><i>Follow-up: Elliott to draft timecard explanation</i></p> <p><i>Follow-up: Livak & Elliott to meet with the Road Foreman</i></p>	<ul style="list-style-type: none"> • Elliott noted that there is a lot of confusion and conflicting thought processes about how overtime (OT) should be calculated – especially in the winter months and had proposed that time outside the ‘core hours’ of 6am-4pm Monday – Thursday be paid at the overtime rate provided the employee had a minimum of 40 hours of combined time worked, sick time, vacation time, holiday time, or personal time. (The only exception would be that working on a holiday would always be credited at double the regular pay rate.) • The Committee reviewed the Personnel Policy and the majority felt that the intent of the Selectboard was clear and that the policy should not be changed. • The following guidelines were discussed: <ul style="list-style-type: none"> ○ Work week is total of 40 hours spread out among 7 days based on Road Foreman’s scheduling ○ Standard work day schedule of 10 hours, Monday – Thursday is just a guideline ○ There is no requirement that on any given day Monday – Thursday total hours ‘claimed’ has to equal 10 hours; only that the total hours equal 40 for the week. ○ Sick, vacation, personal, bereavement and holiday time are NOT counted as ‘hours worked’ regardless of number of hours worked in a day or total number of days worked ○ Only exception is that hours worked on holiday are paid at 2 times the regular rate • Various scenarios were mapped out on how pay rates (regular, overtime, holiday) would be calculated based on actual hours worked versus use of accumulated leave pay. • Elliott will draft a separate document from the personnel policy to help explain how to fill out timecards. • Livak & Elliott will meet with Road Foreman Yogi Alger to review the policy and timecard examples.

<p>Insurance Opt-Out</p>	<ul style="list-style-type: none"> • Members of the Selectboard have tossed around the idea of discontinuing the insurance opt-out payment policy. Given the upcoming Town Treasurer transition this needs to be addressed by the Selectboard for the current budget season. • Elliott will confirm the wording of the Selectboard motion that established the opt-out payment amount. • Consensus was that compensation consideration needed to look at both the opt-out provisions and the salary for the Treasurer position. • Possible scenarios to be presented to the Selectboard include: <ul style="list-style-type: none"> ○ Create a pay range for the Treasurer position ○ Recommend to the Selectboard that the Treasurer's salary be put in at a minimum of \$28,000 (versus the current amount of \$25,000) ○ Keep the opt-out policy the same as it is today and not handle changes as "one-offs" but instead take a comprehensive look at total compensation
<p>Next Meeting</p>	<ul style="list-style-type: none"> • Committee will schedule regular meetings for non-Selectboard meeting Mondays to commence at 6:30 downstairs at the Town Office. • Next meeting will actually be changed to Tuesday 12/9; agenda will focus on wrapping up an opt-out recommendation for the Selectboard; Defining the committee purpose, process & products; identifying the highest HR priorities.
	<p>12/04/14 – Meeting date 12/05/14 – Draft/unapproved minutes distributed and posted on website. 12/22/14 – Final/approved minutes approved 12/23/14 – Approved minutes sent to Town Clerk for recording & website posting</p>