

Town of Huntington —HR Subcommittee Meeting

Monday, August 17, 2015—5:30 pm

Town Office - downstairs

** UNAPPROVED ** MINUTES

Agenda	<ul style="list-style-type: none"> • Public comment • Approval of minutes from previous meetings • Review of compensation scenarios • Review of personnel policies • Review of job descriptions (Road Foreman, Road Crew, AP/Payroll Clerk) • Other/new business • Adjourn
Members present:	Nancy Stoddard (Chair), Dori Barton Roman Livak, Barbara Elliott (Town Administrator)
Others present	none
Call to order	Stoddard called the meeting to order at 5:38 pm
Public comment	No members of the public attended or presented comment.
Approval of minutes - MOTION	MOTION: Barton moved and Livak seconded to approve the minutes from July 27, 2015. Passed unanimously with 4 members present and voting.
Review of benefits compensation scenarios	<ul style="list-style-type: none"> • Town/Employee Medical Health Care Contributions: The subcommittee reviewed several options for Town/employee contributions toward health insurance premiums and deductibles. Stoddard will review the various options with Road Foreman Yogi Alger before a recommendation is made to the Selectboard. • Guiding Principles: Guiding principles the committee would like to present to the full Selectboard for consideration are: <ul style="list-style-type: none"> ○ Employee contributions for medical health care will be made toward premiums. The full deductible for whatever medical health insurance plan a benefits-eligible employee has will be covered by the Town. This keeps the Town out of the business of determining whether medical expenses are for the employee versus their partner/family. ○ The Town should aim for the Town’s cost for medical health care premiums to not exceed 30% of the total employee compensation. This cost would not include the Town’s contribution toward medical health care deductibles. Total employee compensation would be based on salary, FICA/Medicare and VMERS.
Review of personnel policies – paid time	<ul style="list-style-type: none"> • Holidays: The subcommittee has no proposed changes to the current policy. • Vacation & Bonus Vacation Time: The subcommittee has no proposed changes to the current policy. • Personal / Sick / Bereavement Time: The subcommittee discussed a number of options for combining these categories of paid time off but did not finalize a recommendation for full Selectboard consideration. • Benefits Calendar: The subcommittee discussed the option of changing to a fiscal or calendar benefits year rather than having the benefits year be based on each individual employee’s anniversary date. When making this kind of change (which simplifies administration) a one-time adjustment is made so that the change does not negatively impact any employee.

	<ul style="list-style-type: none"> • Overtime: The subcommittee discussed recommending to the full Selectboard that the personnel policy be changed to reflect the current practice of including vacation, holiday, sick and personal time as 'time worked' for the purpose of calculating overtime. The FY 14-15 calculation of overtime shows that the additional annual cost of the calculating overtime based on the current practice is \$5,089.35 more than using a calculation based on the current personnel policy. It was felt that this is not a significant amount based on the total Town budget for employee salaries.
Review of job descriptions	<ul style="list-style-type: none"> • Stoddard presented a proposed 'standardized format' for job descriptions which the committee would like to propose for adoption by the Selectboard.
Next Meeting	Monday August 26 @ 7pm
Adjournment – MOTION	MOTION: Barton moved and Livak seconded to adjourn the meeting at 6:59 pm. Passed unanimously with 4 members present and voting.
	08/17/15 – Meeting date 08/20/15 – Draft/unapproved minutes posted on Town website xx/xx/15 – Final/approved minutes approved xx/xx/15 – Approved minutes sent to Town Clerk for recording & website posting