

RECEIVED

DATE

[Handwritten Signature]
May 22, 2012

Town of Huntington
Selectboard Meeting
May 15, 2012
Town Office, Downstairs

APPROVED MINUTES

Selectboard Members Present: Jim Christiansen, Chair; Dori Barton, Vice Chair;
Roman Livak; Doug Graver;
Selectboard Members Absent: Everett Lewis, Jr.;
Staff Present: None
Others Present: None

Call to Order Jim Christiansen called the meeting to order at 7:50 a.m.

Administration Personnel Policy Discussion - New Hire
Focus was on full-time personnel benefit offerings and edits to sections 5.10 and 11.1 in the
Town Personnel Policy.

Livak moved and Graver moved to accept the personnel policy as amended (copy to be included)
with an effective date of May 1, 2012. Approved unanimously.

Adjournment Livak moved and Graver moved to adjourn the meeting at 7:59 a.m. Approved
unanimously.

Recorder Dori Barton

Attachment Town of Huntington Personnel Policy edits dated 5-15-2012

Dates

Unapproved minutes sent to Select Board: May 15, 2012

Minutes Approved: May 21, 2012

Approved minutes sent to Town clerk for Record: May 22, 2012

Attachment Amendments to the Town of Huntington Personnel Policy as voted on May 5, 2012.

5.10 Probationary Period

It is the policy of the Town of Huntington that each new employee will have a period of adjustment and be provided an assessment of the quality of the employee's work product. While the normal probationary period of a newly hired Employee is ninety (90) days, this may be extended (not to exceed ninety (90) additional days) on the recommendation of his/her Supervisor with the approval of the Selectboard. Probationary periods do not affect the status of at-will town employees. See Section 5.6

Near the completion of the probation period, the Probationary Employee shall be formally evaluated, in writing, by his/her Supervisor and shall be notified of his/her status as an Employee, or of the termination of his/her employment. If the employee is recommended for dismissal, the Supervisor will identify the basis for his/her recommendation of dismissal. Probationary Employees shall not have the right to appeal any disciplinary action or dismissal.

Leave benefits shall be accrued but can not be taken until completion of the probationary period. Health and dental insurance coverage shall be offered on the date of hire of the Benefit Eligible Employee.

11. Benefits

Full-time employees are entitled to receive benefits as described. Part-time employees are generally not entitled to receive benefits except as specifically stated within this policy.

11.1 Insurance

The full-time benefit package includes Medical, Dental, Life, Accidental Death & Disability (AD & D), Short-term & Long-term Disability and Vision coverage.

Application to enroll in the plans must be made through the Town Administrator's office.

The Town Clerk and Town Treasurer are eligible for full individual insurance coverage benefits as offered by the Town which includes health, dental, life, AD&D, short-term and long-term disability, and vision.