

**Personnel Board**  
**May 1, 2018**  
**9:00am**

Attending: Pam Weismann and Julie Dobrow  
Also Attending: Mary Day, Assistant Town Administrator

The meeting was called to order at 9:00am. Ms. Day opened the meeting by reviewing the agenda and introducing Rosamond Delori as a potential new committee member.

The committee began its review of the Employee Handbook by looking at the suggested changes made by Ms. Weismann. Ms. Weismann said that she had reviewed the handbooks of Arlington, MA and Amherst, NH as guidelines for recommending any changes.

In addition to cleaning up language, the following recommendations were made:

- Make sure the Social Media Policy states that social media will be looked at before hiring and during employment
- A welcome from Mr. Higgins should be added as well as a brief description of the Town of Lincoln
- We should have something about professional development
- We should have something about flex time
- A suggestion that all departments should have a presence on social media

Action Items:

- Ms. Day will find out who the Equal Opportunity Officer is
- Ms. Weismann will look into flex time policies
- Ms. Dobrow will look into professional development policies
- Ms. Day will check with Mr. Higgins regarding final approval of the Employee Handbook

Meeting adjourned at 11:20am.

Respectfully submitted by Mary Day

Approved on: June 26, 2018