

**Personnel Board  
August 22, 2018  
9:00am  
Donaldson Room**

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

The meeting was called to order at 9:00am.

**Minutes:**

The minutes from June 26, 2018 were reviewed. Ms. Dobrow made a motion to approve, Ms. Delori seconded and the approval was unanimous.

**Remote Access:**

Remote access was discussed regarding whether employees could attend meetings remotely. It was decided that this would be at the discretion of the employee/employer as it could work at some meetings, but not all.

**Professional Development:**

Ms. Day spoke with the Human Resources Department in Sudbury and found that no Town Hall employees were taking advantage of the tuition reimbursement plan. It was decided that there would need to be tuition reimbursement discussion with someone regarding finances before a policy could be put into place.

**Action Item:**

Ms. Day will speak with Mr. Higgins regarding tuition reimbursement. Some questions/thoughts:

- Should each department be allotted money?
- Should we reimburse non-mandated but relevant coursework?
- Should we reimburse at a certain percent? By the credit?
- Should we have a list of institutions?

**Flexible Schedule:**

Ms. Delori researched flex time and found that Weston's Policy was the most comprehensive and detailed. We discussed whether we are better off with our flexible policy or do we want to move toward something as specifically defined as Weston's. We felt that what we have now is working with each department having different flexibility. In our policy, under 5 – General Rules and Expectations we would take out the word unusual and replace it with certain, and use the term flex time.

**Social Media:**

Tabled until next meeting.

**Action Item:**

Ms. Day will research what the short term disability/long term disability policy is for social security.

The next meeting is scheduled for 9/18/18 at 9am.

On a motion from Ms. Delori and a second from Ms. Weismann, the meeting was unanimously adjourned at 10:00am.

Respectfully submitted by Mary Day

Approved on: October 16, 2018