

**Board of Aldermen Committee Minutes**  
*Human Resources*

Date: May 13, 2015

Chair: Matt Bloomer

Committee Members Present: Allaire, Bloomer, Donahue, Etori

Others Present: Jody Breault, Cindi Wight, Lori Hickey, Tyler Dahlin, Robert Peterson, Charles Romeo

The Chair convened the meeting at 5:33pm and explained that the committee would be continuing its discussion of the Benefits section of the Employee Handbook.

Ms. Breault distributed copies of her proposal for the Benefits sections related to the various insurances, retirement benefits and assistance program access provided to employees.

Ms. Breault explained minor changes she made to the sections discussed at the Committee's last meeting, including the addition of the IRS definition for a "qualifying life event" that would allow an insurance plan change outside of the open enrollment period. She then led the group through newly proposed language, which covered Medical Insurance Buyout, retirement plans and the Employee Assistance Program (EAP).

There was agreement among the group that the medical insurance buyout amount is difficult for employees to calculate and understand. After some discussion about whether more detail should be added to the Handbook regarding how to calculate the buyout, the group agreed it would be better to direct employees to request that Human Resources calculate the amount for them.

The group had only minor suggestions concerning the retirement sections—which include sections on the City pension, VMERS and the 457-B Deferred Compensation Plan—and the Employee Assistance Program, which is provided through the Vermont League of Cities and Towns.

The committee agreed to meet again at 5:30pm on June 8, 2015 to begin discussing employee policies.

Before the meeting ended, Alderman Donahue asked Ms. Breault about when she anticipated the committee would take up the section regarding Exempt and Non-Exempt employees for purposes of determining which positions should or should not receive overtime pay. Ms. Breault stated her opinion that the Handbook should not contain a specific list of which city positions are exempt or non-exempt, rather it should outline the separate rules that apply to exempt and non-exempt positions.

Ms. Breault felt that the determination of which positions would be exempt and non-exempt would be a matter separate from the Employee Handbook and that it will be necessary to have job descriptions from department heads for that exercise, which she has requested, but has not received.

The meeting adjourned at 6:31pm.

Respectfully Submitted,  
Matt Bloomer, Chair

\*\*Report for informational purposes only\*\*