HUMAN RESOURCES COMMITTEE

6-25-14 6PM

DOWNSTAIRS CONFERENCE ROOM

PRESENT COMM. MEMBERS, ALLAIRE, DAVIS, LARSON

TODY BREAULT HUMAN RESOURCES

CHARLES POMEO CITY ATTY

CINDY WRIGHT, BOB PETERSON, AND SEVERAL OTHERS

FROM THE RECREATION DEPARTMENT.

MEETING WAS CALLED TO REVIEW SECTIONS

II, III, IV OF PERSONNEL MANUAL.

SECTION II SPEAKS TO THE CLASSIFICATION PLAN

SECTION III TALKS ABOUT RECRUITMENT

SECTION IV INVOLVES PROMOTION.

AFTER SEVERAL MINUTES OF SPIRITED DISCUSSION INVOLVING SOME ELEMENTS OF

These sections of the Personnel Manual Committee, the discussion turned, at the behest of Jody Breault, if the Committee wanted to continue looking at making changes to the existing manual, or actually starting from scratch.

The feeling from Jody and expressed by others at the meeting was that the current composition of the manual is outdated, hard to work with, and not easily understood by employees and management.

The Committee began to look at two other examples of Personnel Manuals, one private, the other one from the Town of Essex.

The Committee agreed that a do-over of a manual that was dysfunctional at its core was a huge mis-appropriation of time + effort. The Committee decided to look in a different direction and base its manual on another municipal handbook that seems to have achieved what our Committee is looking for.

Clear policies + procedures
Easy to use
Understandable

THEREFORE THE COMMITTEE AGREED AT THE CHAIR'S REQUEST, TO HAVE A SMALL GROUP MEET, PUT TOGETHER A PLAN FOR MOVING FORWARD, AND REPORT BACK TO THE COMMITTEE AT ITS NEXT MEETING.

I HAVE SCHEDULED OUR NEXT MEETING FOR TUESDAY MAY 7TH AT 5:30 IN THE DOWNSTAIRS CONF. ROOM.

THIS REPORT IS FOR INFORMATION ONLY. NO MOTIONS