

Board of Aldermen Committee Minutes
Human Resources

Date: June 8, 2015

Chair: Matt Bloomer

Committee Members Present: Allaire, Bloomer, Davis, Donahue

Others Present: Jody Breault, Cindi Wight, Lori Hickey, Tyler Dahlin, Charles Romeo, William Notte

The Chair convened the meeting at 5:35pm and explained that the committee would be beginning a discussion of Employee Policies.

Ms. Breault distributed copies of existing City policies which cover the following topics: (1) computer use, (2) drug-free workplace, (3) sexual harassment, (4) parental and family leave and (5) workplace violence. The committee had received such policies via email prior to the meeting, as well.

The committee began reviewing the computer use policy, but tabled the discussion to next meeting when the City Attorney pointed out that there was a more recent version of the policy available.

Ms. Breault and Superintendent Wight briefly discussed the process for how employees would be made aware of new policies or changes to old policies and which documents they would sign.

Ms. Breault presented the sexual harassment policy and minor changes were discussed. The old policy made reference to an EEO Officer and the committee had questions related to who the City's current EEO Officer is. The group was in general agreement that it should be the Director of Human Resources and the City Attorney was asked to look into whether the Mayor needed to formally appoint Ms. Breault to that position.

Ms. Breault presented the drug-free workplace policy with the proposed addition of a section outlining the availability of the Employee Assistance Program (EAP) for those seeking help with drug-related issues. The committee agreed that an EAP section would be a good addition. Ms. Breault mentioned that she planned to develop a new policy on alcohol in the workplace, which would be similar to this the drug-free policy.

After a question from the committee about how certain policies would interact with pre-existing union agreements, Ms. Breault explained that the policies would apply to both union and non-union employees and the City Attorney further clarified that the policies would generally apply to union employees, as long as the policies were not in direct conflict with something in the union contracts.

Ms. Breault presented the parental and family leave policy with minor changes to wording, to which the committee agreed. Ms. Breault also explained to the group some of the finer details of how the State's policy works.

Ms. Breault presented the violence in the workplace policy and there was not discussion of changes. The policy had been updated in 2013. The City Attorney noted that a portion of the policy had been amended to be consistent with a union contract with the firefighters.

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The group then briefly discussed the process that would be undertaken once the handbook and policy review had been completed.

The committee agreed to meet again at 5:30pm on June 15, 2015 to discuss the computer use policy and some of the new policies to be drafted by Ms. Breault.

The meeting adjourned at 6:38pm.

Respectfully Submitted,
Matt Bloomer, Chair

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