

8/14/2023

RUTLAND TOWN SELECT BOARD COMMITTEE MEETING

PERSONNEL COMMITTEE

MONDAY AUGUST 14th, 2023

The Personnel Committee of the Rutland Town Select Board met at 3:00 PM on Monday August 14th, 2023, at the Municipal Town Hall. Present was Select Board Chair Mary Ashcroft, Select Board Member Matt Getty, Town Administrator Bill Sweet, and Teresa Miele of HR Acquired.

The Select Board has hired Teresa to consult on changes to our existing personnel policy.

The Committee discussed points of the policy which are known as needing to be addressed. The original policy template came from VLCT.

1. Some of the topics needing specific review are
 - a. Consistently defining the workweek schedule.
 - b. Consistently tracking benefit time.
 - c. Applying the policy to elected officials correctly.
 - d. The necessity of the acknowledgement page.
 - e. Including all applicable federal and state requirements.
 - f. Department specific requirements.
 - g. Accumulation and usage of vacation time.
 - h. Equity among departments.
2. The entire policy will be reviewed during this update process.
3. Discussed future meetings and the workflow process. Ms. Miele asked for a 2-hour meeting every 2 weeks. After discussion, a meeting will be set for Monday August 28th at 330PM.

The meeting adjourned at 4:44 PM.

Respectfully submitted, Bill Sweet