

RUTLAND TOWN SELECT BOARD COMMITTEE MEETING

PERSONNEL COMMITTEE

MONDAY AUGUST 28th, 2023

The Personnel Committee of the Rutland Town Select Board met at 3:00 PM on Monday August 28th, 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 of HR Acquired to consult on changes to our existing personnel policy.

The Committee reviewed a draft document which includes parts of the current policy and some updated language.

1. Teresa needs to meet with each of the department heads to discuss with them anything in the policy which needs special consideration.
2. Teresa will be meeting Kari Clark to review all the employee benefits.
3. Coverage and eligibility under our insurance carriers needs to be confirmed.
4. Distinctions between elected and appointed Town officials need to be made as the policy can apply differently.
5. Discussed the need for an acknowledgement page. No decision was made.
6. Establishing a concept around seniority language is needed. This will be developed.
7. Discussed clarifying the definition of full time and part time employees. This relates directly to defining a work week and benefit eligibility.
8. Establishing a full list of available benefits and the unique eligibility requirements is important.
9. The next meeting will be planned after Teresa talks with people who can provide input and answers to some of the topics already identified.

The meeting adjourned at 5:02 PM.

Respectfully submitted, Bill Sweet