

11/1/2023

RUTLAND TOWN SELECT BOARD COMMITTEE MEETING

PERSONNEL COMMITTEE

WEDNESDAY NOVEMBER 1st, 2023

The Personnel Committee of the Rutland Town Select Board met at 4:00 PM on Wednesday November 1st, 2023, at the Municipal Town Hall. Present was Select Board Chair Mary Ashcroft, Select Board Member Matt Getty, and Teresa Miele of HR Acquired.

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

1. Discussed updates being made to the new policy.
2. Reviewed language to add comp time to the policy and impacts it can have.
3. Discussed coding jobs and tasks, aligning all departments on a single time sheet.
4. Reviewed a new form which would be used to request time off.
5. Requested an estimate of any additional hours from Ms. Miele which may be needed to complete her work. Ms. Miele said she expects 20 additional hours are needed.
6. The committee entered executive session to discuss employee specific items.

The meeting adjourned at 5:20 PM.

Respectfully submitted, Bill Sweet