

2/26/2024

RUTLAND TOWN SELECT BOARD COMMITTEE MEETING

PERSONNEL COMMITTEE

MONDAY FEBRUARY 26th, 2024

The Personnel Committee of the Rutland Town Select Board met at 11:00 AM on Monday February 26th, 2024, at the Municipal Town Hall. Present was Select Board Chair Mary Ashcroft, Select Board Member Matt Getty, Teresa Miele of HR Acquired, and Town Administrator Bill Sweet

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

1. Meetings to introduce the new timesheet are ongoing with different departments.
2. The new timesheet will help streamline the payroll process. Some background updates and reporting need to be determined ahead of everyone starting to use them.
3. Discussed modification to the current conflict of interest policy to include nepotism language.
4. Discussed timesheet training for seasonal employees.
5. The current personnel policy does not address nepotism, comp time, or floating holidays. Each of these are planned for the updated version.
6. Reviewed updated sections and language in the new draft.
7. The remaining time allotted for the policy update work is nearly gone. The committee will recommend approving more time at the next Board meeting.
8. Teresa will provide a summary of work done so far for the Board to be able to reference.

The meeting adjourned at 12:56 PM.

Respectfully submitted, Bill Sweet