

**TOWN OF MIDDLEBURY**  
**Policy Review Committee**  
Meeting Minutes – January 27, 2017

In attendance

Donna Donahue and Gary Baker, Committee members;  
Beth Dow and Chris English, Town staff.

Chris called the meeting to order at 8:00 a.m.

**Review Draft Personnel Policy Presentation for Selectboard Discussion.** The Committee agreed that the following documents will be included in the packet for the Selectboard's review of the draft Personnel Policy:

1. Existing Town Personnel Policy (1992)
2. The Committee's final draft Personnel Policy (based on the VLCT Model Policy)
3. Marked-up draft with comments from VLCT attorney Sarah Jarvis

While the Committee had previously considered putting together a document that highlights the changes between the current policy and the new draft policy, it was agreed that, since 25 years' worth of federal and state employment law changes separate the Town's current policy and the VLCT model, they are essentially different documents and a summary of changes would be cumbersome and confusing.

Chris updated the Committee on two outstanding matters that had been discussed earlier but never resolved:

1. He reported that he had discussed the issue of Comp Time in the draft policy with Kathleen. Sarah had stricken existing language regarding the use of Comp Time that the Committee had included from the Town's current policy, because offering Comp Time to exempt employees is not required by laws and there was no other reference in the policy to how Comp Time might be earned. She had provided recommended VLCT language for the Committee to consider should the decision be made to incorporate it, and the Committee had agreed to get Kathleen's perspective. Chris noted that Kathleen was in favor of leaving the Comp Time discussion out of the policy draft for now and addressing it as a separate issue of the need arises in the future.
2. Chris also reviewed with the Committee language that he had re-drafted for Section 25: Military Leave, after Sarah had pointed out that the Town's current language was not in compliance with the Uniformed Services Employment and Re-employment Act. The section now states that the Town will comply with USSERA and will also pay an employee on Military Leave the difference between his/her base rate of pay and military pay for up to 15 days in a calendar year. The Committee agreed to support the new language.

Beth suggested that the Committee take one final look at the input it had received last summer from the department heads on the initial draft of the Personnel Policy. Donna suggested that the Committee also take time to annotate the feedback to clearly state the Committee's rationale for whatever action it had decided to take on each item. Chris and Beth will work on the review and annotation for discussion at the Committee's next meeting.

**Next Steps.** The Committee will meet next on Friday, February 3 @ 8:00 a.m. This meeting will focus on refining the presentation that Donna will make to the Selectboard on February 14th, when it considers the draft Personnel Policy. Donna said she would like to send out the presentation material to the Board after the Committee's meeting on Feb. 3rd (assuming there are no major changes to be made) and give Board members an opportunity send her questions and comments in writing by Thursday, February 9th, in preparation for the formal discussion on February 14th.

The meeting adjourned at 8:45 a.m.

Submitted by:

Chris English  
Assistant Town Manager