

**TOWN OF MIDDLEBURY**  
**Policy Review Committee**  
**Meeting Minutes – January 11, 2019**

**In attendance:** Gary Baker, Donna Donahue, Beth Dow (staff) and Chris English (staff)

- 1. Call to Order.** Chris called the meeting to order at 8:00 a.m.
- 2. Approve November 30, 2018 Meeting Minutes.** Beth made a motion to approve the November 30, 2018 meeting minutes, seconded by Donna. Approved unanimously.
- 3. Finalize Table of Contents for Employee Guidebook.** The Committee wrapped up its review of the organization of, and section-labeling for, the 2nd draft table of contents. Specific discussion items included the following:
  - Donna commented that the purpose statement should reinforce a positive message to employees that public service is a privilege and the Town values their service to the community. She volunteered to draft language for the purpose statement for discussion at the next meeting.
  - The Committee decided against recommending the development of an employee Code of Conduct to include in the Guidebook at this time.
  - Chris said he would speak to Kathleen to get her thoughts around what should be included in an Exit Policy statement. He questioned what the appropriate target audience should be for such a policy: full-time employees only? Full and regular part-time? Some larger audience? Donna suggested that an equally important question to ask is, what is the purpose of the policy and how will it be used? If there is not a commitment on the part of management to use the input gleaned from exit interviews as a learning tool and to improve supervisory practices, there is little point in conducting them. Chris said he would work on a draft Exit Policy statement for the next meeting.
  - The Committee agreed with the overall organization of the table of contents reflected in the 2nd draft, with the following revisions:
    - Change the first bullet under Section 3 to “Policy Founding Authority / Severability / Review Period”
    - Move Section 24 – Leave of Absence Without Pay and Section 27 – Longevity Pay up under Section 18 so all of the leave-related items are grouped together.

With the table of contents approved, Chris said the next step for him will be to reorganize the sections of the Personnel Policy, itself, to conform with the TOC and create a preliminary working draft of the Guidebook for further discussion.

**Next Steps.** The Committee will meet next on Friday, January 25, 2019, at 8:00 a.m.

The meeting adjourned at 9:00 a.m.

Submitted by:

Chris English  
Assistant Town Manager

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