

TOWN OF MIDDLEBURY
Policy Review Committee
Meeting Minutes – January 25, 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 January 11, 2018 Meeting Minutes.** Gary made a motion to approve the January 11th meeting minutes, seconded by Donna. Approved unanimously.
- 3. Review Reformatted Personnel Policy and Draft Employee Guidebook.** The Committee reviewed a first draft of the fully-assembled Employee Guidebook, including the reformatted Personnel Policy. The following is a summary of revisions that the Committee discussed and agreed to:

- Table of Contents: Section 7 – Persons Covered in Workplace Policies, be moved up under Policy Founding Authority/Severability/Review Period, since the statement pertains to the entire policy and not just the provisions listed under Workplace Policies. Chris will make the change and renumber the sections of the Personnel Policy.
- 1. Introduction: Purpose Statement – the second sentence will be revised to read, “The **Guidebook** was developed as a navigation tool to provide guidance **to employees** on where to find information.”
- 2. Navigating Town Government: The Committee reviewed the draft document “Where do I go for ...” that Beth had prepared and discussed the areas where it overlaps with the Quick Guide to Municipal Services that Chris had pulled into this section from the website. Chris noted that the Quick Guide is a customer-facing document, while Beth’s Where do I go for ... is intended as an internal resource for employees. The Committee agreed that both documents are appropriate, since all employees should be conversant with departmental responsibilities.

While there was agreement that additional information could be included in the internal list, Beth reminded the Committee that she had created the separate contact list for employees because the departmental organization chart was too crowded to incorporate this information into it. Donna proposed creating new departmental org charts behind the main chart, which would create enough space to include more detail for employee-related functional contacts. Beth said she would work on these.

It was also noted that the main org chart did not include the Clerk’s Office. There was some discussion about where to put this, since it is an independent, elected position that doesn’t report in to the Town Manager. It was agreed that Beth will add a box for the Clerk’s Office to the chart separate from the others and with no reporting line.

Lastly, the Committee also agreed that, in addition to the candy bowl listed on the Town Manager's Office chart, the list should include dog biscuits.

- 3. Town of Middlebury Personnel Policy: Section 18 – Employee Exit Interviews. Donna suggested that limiting voluntary exit interviews to those who have “elect[ed] to resign their employment” might be too restrictive, that anyone who leaves under any circumstances might have something valuable to say about their time working for the Town. She also suggested removing the phrase “at their discretion” in the two places it appears, since it is already implied by the phrase “may request.” It was agreed to change Section 18 to read as follows:

Full-time and regular part-time employees who ~~elect to resign their employment~~ **leave the payroll** may, ~~at their discretion~~, request an exit interview with the Town Manager or his/her designated representative, to offer feedback on their employment experience with the Town. Employees who report directly to the Town Manager may, ~~at their discretion~~, request an exit interview with the Chair or Vice Chair of the Middlebury Selectboard. The Exit Interview will be conducted at a mutually agreeable time and place before the employee's final day of employment.

Chris noted what he said appeared to be an error in Section 15: Public Records in VLCT's latest Model Personnel Policy update: the second sentence includes the phrase “. . . does not prevent an otherwise **public** record from being subject to public inspection and copying.” He said he believes it should say “. . . otherwise **private** record,” instead. Chris said he would contact Jill Muir at VLCT to confirm the intent of the sentence.

- 4. Employee Acknowledgements: The Committee agreed that only one employee acknowledgement is needed, rather than separate acknowledgements for the Personnel Policy and Guidebook. It was proposed, therefore, that a new sentence be added (F) to the effect that “I acknowledge that I have been provided a copy of the Town of Middlebury Employee Guidebook.” Chris will update this for the next meeting.

Next Steps. The Committee tentatively set the next meeting for Friday, February 1, 2019, at 8:00 a.m.

The meeting adjourned at 9:00 a.m.

Submitted by:

Chris English
Assistant Town Manager