

**TOWN OF MIDDLEBURY**  
**Policy Review Committee**  
**Meeting Minutes – November 2, 2018**

**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 October 26, 2018 Meeting Minutes.** Gary made a motion to approve the October 26, 2018 meeting minutes, seconded by Donna. Approved unanimously.
- 3.a Review Draft Offer Letter Attachment.** Chris distributed a copy of a “First Week Checklist,” which he had converted from the draft Welcome Letter that the Committee had discussed at its previous meeting. Beth said she thought first-week activities might also include completing beneficiary forms for life insurance and the retirement plan with Jackie’s office. Chris said he would check in with Jackie to get a complete list of the topics she covers with new employees and the forms that need to be completed and will update the First Week Checklist, as appropriate. Gary reiterated that supervisors should be asked to sign off on the checklist in some fashion, to verify that all of the items have been addressed.

The Committee also discussed the drug testing policy for holders of Commercial Drivers Licenses (CDL) and whether that belongs on the First Week list. Beth reviewed how the process works, noting that pre-employment drug testing for CDL holders is included as part of the background check process and is a prerequisite for hiring. Donna suggested that CDL drug testing should be included, as appropriate, in the offer letter, to cover the Town’s liability.

- 3.b Review Draft Organization Chart/Resource Contacts.** Beth handed out a draft of the high-level organization chart she created to include in the Guidebook, along with a draft format for a resource contact list. She noted that she and Chris had looked at a hybrid chart/list format, as the Committee had discussed at its last meeting, but quickly determined that there was too much information to fit on a single sheet of paper. The Committee liked the proposed format, and Beth will continue to revise it as work continues to identify the subject areas that should be included on the contact list.

- 3.c. Finalize Guidebook Sections.** The Committee discussed at some length what the structure of the Guidebook should be, given that the Town’s Personnel Policy already covers many of the subjects that would ordinarily appear in it (as shown in the sample Tables of Content that the Committee had been looking at). Chris asked, if the proposed approach is to have the individual sections of the Guidebook point to the Personnel Policy, how should relevant HR topics not included in the policy be handled? Donna made the suggestion that the Guidebook can’t cover every topic or cover every conceivably relevant topic; instead its appropriate role is that of a “service directory,” the goal of which is to make it easy for employees to know to get information on things important to the work

environment. With this approach in mind, Chris and Beth volunteered to work on a draft Table of Contents for the Committee’s review.

The Committee also revisited the employee exit process and discussed how it should be addressed in the guidebook. Donna proposed that the Personnel Policy be amended to include a provision outlining what is included in that process (e.g. turning in Town equipment and other assets and a skip-level exit interview). The Committee agreed with this approach and will discuss draft language at a future meeting.

**Next Steps.** The Committee will meet next on Friday, November 16th, at 8:00 a.m.

The meeting adjourned at 9:00 a.m.

Submitted by:

Chris English  
Assistant Town Manager

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