

**TOWN OF MIDDLEBURY**  
**Policy Review Committee**  
Meeting Minutes – November 30, 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 November 16, 2018 Meeting Minutes.** Gary made a motion to approve the November 16, 2018 meeting minutes, seconded by Donna. Approved unanimously.
- 3. Discuss Draft Reconfiguration of Personnel Policy Sections.** Chris reviewed a draft re-casting of the table of contents for the Employee Guidebook, in which he attempted to re-order the existing 35 sections of the Personnel Policy into logical subject groupings that would make the Guidebook easier to navigate. After some initial discussion, Chris clarified that it would be his intention – once the Committee has settled upon a new structure for the Personnel Policy that it is comfortable with – to both re-order and re-number the sections sequentially so they flow in proper order, as displayed in the table of contents.

Donna commented that she still likes the simplicity of the section names in the table of contents for ACSD's employee handbook and wondered if this was an approach the Committee should aim for. Chris said his goal was to keep the Personnel Policy as a single document within one section of the Guidebook and that the ACSD format, while appealingly simple, would probably require breaking the policy up among two or more sections. He said he was concerned that doing so might create confusion regarding where the line is between the Selectboard's responsibility for the content of the Personnel Policy vs. other administrative sections of the Guidebook, should they become blended over time.

There was further discussion about the draft table of contents and suggestions about renaming category headings and moving specific sections around to improve the flow:

- Gary suggested moving Section 17: Eligibility for Benefits to another section so that the Employee Benefits category would be focused specifically on types of leave available to employees.
- Beth suggested that the Employee Benefits category might also be moved up in the list, since that tends to generate the most questions from staff.
- Donna wondered if it would make sense to consolidate all of Personnel Policy provisions that deal with State and Federal law into one category.

After further discussion, it was agreed that Committee members should take some time individually to look at the organization of the table of contents and prepare recommendations regarding structure and category headings to bring back to the next meeting.

**Next Steps.** The Committee will meet next on Friday, January 11, 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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