

## Human Resource Board Minutes 02/08/18

### Human Resources Board of Chilmark February 8, 2018 **APPROVED MINUTES**

Present: Jennie Greene, Chair, Bruce Golden, Don Leopold, Max McCreery

Not present: Jim Malkin, Selectmen's Representative, Chuck Hodgkinson, Employee Representative, Tim Carroll, Executive Secretary

Public/ Board or Comm. Members: Molly Glasgow

Staff: Jennifer Christy, Admin. Asst, Melanie Becker, Treasurer

Meeting called to order at 8:03AM

#### **Town's Sexual Harassment Policy Review:**

- Board members reviewed the comments from Attorney Collins on the Town's and asked Ms. Christy to please contact Attorney Collins with follow-up questions.

#### **Health Insurance Opt-Out policy discussion:**

- The Board discussed the ideas presented by the opt-out ideas and asked Ms. Christy to please invite the Treasurer and Mr. Carroll to attend the March meeting to describe the pros and cons of the adoption of the opt-out option.

#### **Pregnancy Workers Fairness Act:**

- The Board reviewed the information from MCAD, discussed the Act and made changes to the document in order for it to become a policy for Chilmark.
- The public hearing was scheduled for March 1, 2018.

#### **Minutes:**

- Jan. 11, 2018: Reviewed and approved as amended.

#### **Compensatory Time Discussion:**

- Ms. Becker attended and described issues that have arisen due to compensatory time management. Ms. Becker asked Board members to view page 17 of the Procedures Manual, read from the section and inquired how the provision for the use of compensatory time is to be enforced.
- Ms. Greene recommended communication with the supervisors.
- Ms. Becker referred the Board to page 18 of the Procedures Manual and inquired how the Board would recommend dealing with accrued compensatory time over one week in time, particularly in departments that have seasonal swings. Ms. Becker noted that accrual over 40 hours can happen quickly.
- Ms. Becker also noted that accumulated compensatory time must be used in a particular time period and some positions accrue compensatory time in June, before the new year begins and the cut off for using compensatory time. She noted that often employees do not remember that they must submit a letter in writing stating that they need a 3 month extension for the use of the compensatory time. Ms. Becker noted that more time is needed from her to manage the compensatory record keeping, management and communication.
- Board members asked if there is any way to simplify the process. Ms. Becker suggested she will draft a letter to all departments regarding the accrual and use of compensatory time and will remind them of the rules in the bylaw and the procedures.
- Mr. Leopold clarified that the issue is the difficulty of execution of the policy and not necessarily an issue with the policy. He suggested that consideration be given to the idea of changing the policy to word the use of compensatory time in June, or at the end of the year, differently.

**Health Insurance Opt-Out policy discussion, Cont'd:**

- The Board discussed the topic with the Treasurer. The Treasurer suggested that there did not appear to be much room to optimize the use of opting out for this Town.

**Sick Bank discussion**

- The Board discussed the topic with the Treasurer.
- The Board discussed the situation that there are employees that have used their sick time to the point that there will not be enough time for them if they become very ill.
- More discussion occurred regarding the possible benefits and downsides of establishing a sick bank.

**Correspondence:****Next Meetings:**

- Thursday, March 1, 2018, 8AM

**Documents:**

- Sexual Harassment Policy
- MCAD Pregnancy Workers Fairness Act

Meeting adjourned at 8:40AM