

Personnel Committee Meeting

November 6, 2023

In Attendance:

Members Present: Committee Chairman, Rick Shew, Larry Chapman, Barry Mitchell and Mayor Janet Winkler

Others Present: Town Manager, Jonathan Greer, Assist. Town Manager/Finance Officer, Shana Guy, and Town Clerk, Tammy Swanson

Call to Order:

Rick called the meeting to order at approximately 9:30 a.m.

Personnel Policy Changes and Updates:

Shana discussed the following proposed changes for the Personnel Policy.

-Parental School Leave – Shana stated that currently, the policy allows up to 4 hours to be taken to participate in a child’s school activities; however, it must be unpaid or personal accrued leave used for the time off. The proposed change would allow for up to 8 hours of paid leave be taken for these purposes.

Section 26. Parental School Leave

A full-time employee who has completed their initial probationary period and is a parent, or guardian, may take up to EIGHT hours of paid leave annually to involve him or herself in school activities of his or her child(ren).

If unused, Parental School Leave hours are forfeited at the end of the calendar year and do not accrue year to year.

Employees must request to take Parental School Leave at least (3) days in advance and is subject to department head approval, as well as department staffing needs.

-Caregiver Leave – Shana explained that in line with other types of FMLA protected leave, we are proposing to add paid Caregiver Leave. This leave would allow an employee to take up to a certain amount of paid leave to care for a family member with a serious health condition. The draft policy states up to 3 weeks leave, but this timeframe can be determined by the Committee.

Jon commented that the Caregiver Leave would need to be scheduled by the employee, and it would not be just a “spur of the moment-type” leave. Also, the employee would need to provide verification of the family member’s health condition.

Section 27. Caregiver Leave

Full-time employees who have completed their initial probationary period are eligible for up to three (3) weeks of Paid Caregiver Leave to care for an immediate family member with a serious health condition. Immediate family members covered under this policy shall include spouses, children, parents, siblings, grandparents, or grandchildren. A qualifying serious health condition under this policy shall be defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

Employees shall provide advance notice to their department head and HR of requested leave dates. Medical certification of the serious health condition will be required. Approval of requests for Caregiver Leave shall be at the discretion of the Town Manager.

-Volunteer Leave – Shana stated that this policy would allow an employee to take up to 4 hours of paid leave to volunteer for an organization within the Hudson community.

Jon commented that we could create a form to be signed by the school, etc., to verify the time volunteered by an employee. He added that the time would need to be scheduled, and the unused hours would not be carried from year to year – if the hours are not used by the end of the calendar year, they are forfeited.

Section 28. Volunteer Leave

To encourage employees to give back to their local community, the Town shall allow all full-time employees who have completed their initial probationary period to volunteer up to four (4) hours per calendar year with a community-based organization within the Town of Hudson. This time may be split across more than one organization if desired. Volunteer leave is paid at your regular pay rate and is not subject to overtime.

If unused, volunteer leave hours are forfeited at the end of the calendar year and do not accrue year to year.

Employees must request to take Volunteer leave at least three (3) days in advance and is subject to department head approval, as well as department staffing needs.

The Committee Members discussed the importance of these types of policies for employees as well as the Hudson community.

Motion: (Larry Chapman/Barry Mitchell) to approve the changes to the Personnel Policy as presented, and to recommend approval by the full Board. Unanimously approved.

One-Time Bonuses for New Employees:

Shana discussed the one-time bonuses that have been approved for this year, and she stated that she needed direction from the Committee on how to handle the bonuses for employees that have been employed for less than one year. She commented that our longevity bonuses are handled differently for new employees, and she wanted to know if we need to follow that same schedule for the one-time bonuses. Shana presented three options for the Committee to consider: pay the full amount to all employees, set a flat amount to pay all employees of less than one year, or prorate the amount based on the time they have been employed. She presented a spreadsheet showing the different options, and the total amount of each option.

Rick stated that as an example, the bonuses given at Caldwell Community College were based on the budget year:

- Employed before 7/1 - the employee gets the full bonus
- Employed after 7/1 – the employee gets no bonus

Rick suggested the following guidelines for the Town's one-time bonus:

- **Employed before 7/1/2023 – the employee gets \$1,000 bonus**

- **Employed after 7/1/2023 – the employee gets \$500 bonus**

Motion: (Larry Chapman/Barry Mitchell) to approve the guidelines for paying the one-time bonuses as:

- **Employed before 7/1/23 – employee receives \$1,000 bonus**
- **Employed after 7/1/23 – employee receives \$500 bonus**

with approval recommended by the full Board. Unanimously approved.

Jonathan stated that the one-time bonuses will be given to the employees, along with longevity checks at the Thanksgiving Luncheon on November 22nd.

Updates on New Employees:

Jonathan reported that Ethan Reece, our new employee in the Public Works Department, is working out well. He splits his time working between Public Works and HUB Station.

Our two new Police Officers are working, but are still waiting on paperwork to be officially sworn in.

Adjournment:

Motion: (Larry Chapman/Barry Mitchell) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk