

SHAFTSBURY SELECTBOARD
SPECIAL MEETING
JANUARY 12, 2012
MINUTES

ATTENDING: **Board Members present:** Lon McClintock, Karen Mellinger, Bill Pennebaker, Craig Bruder, Carl Korman. Town Employees: Margy Becker, Town Administrator.

1. Call to Order

Chairman McClintock called the meeting to order at 6:15PM.

2. Proposed personnel policies

The Selectboard continued review of proposed personnel policies.

Discussions occurred regarding definitions of full-time employee (kept at 40 hrs per week v. 35 hours per week). Sections of policies regarding wages and benefits were then reviewed, inclusive of overtime and holiday pay, call-in time, accrued leave policies. The Town Administrator will contact the Town Attorney regarding clarification of the administrative exemption in the Fair Labor Standards Act. It was agreed a summary document of the Town's Health Insurance program should be developed by the Town Administrator.

The Board agreed to plan to meet for another personnel policies work session on Thursday, January 19, at 6:00PM.

3. Adjournment

Bill Pennebaker made the motion to adjourn at 8:15PM. Carl Korman seconded. Motion carried unanimously.

Submitted by
Margy Becker