CITY OF MONTAGUE MINUTES

December 15, 2014 5:45 P.M.

WORKSHOP MEETING

(Continued from November 12, 2014)

CALL TO ORDER 5:45 P.M.

ROLL CALL Keller, Hammond, Aiello and Newton

ABSENT Robustellini

OTHERS: C. Tyhurst, D. Kincade, J. Sprague, D. Dunn, F. Barber, Y. Rooker

WORKSHOP AGENDA:

(First workshop October 21, 2014) (Second workshop November 12, 2014)

1. Discussion regarding employee handbook and development of policies and procedures manual.

Keller summarized the discussions to date and spoke about the handout Sprague had prepared on definitions. Council and employees began looking at the 1994 Employee Handbook that Keller had typed, going page by page and policy by policy. The following changes were made:

- a) Welcome Aboard was moved up to the section on City Government, page 6. The first paragraph was changed to read, "Welcome to the City of Montague. You have just joined a staff of dedicated employees whose goal is to provide a wide range of vital services, efficiently and courteously, to all our citizens. In this team effort, city employees are guided by the principles of the Public Service Policy." The remainder of the paragraphs under Welcome Aboard were deleted, except for the last paragraph, "Good luck in your job! We are glad to have you!"
- b) The Public Service Policy on page 7 was not changed.
- c) Introduction, page 9: The references to the second person were changed to "employees" and "the". The third, fifth and seventh paragraphs were deleted. The fourth paragraph was changed to read, "This handbook is based upon federal and state law, city ordinances, resolutions or administrative policies. It summarizes those source documents. The City reserves the right to amend, supplement or rescind any provisions of the handbook." In the sixth paragraph the beginning of the second sentence was changed to read, "The City of Montague is here to serve its citizens..."
- d) Check-In Procedure, page 10: This section was eliminated because much of it duplicated items in the Form I-9 section. The last two paragraphs that discuss personnel records will be inserted into later sections of the handbook.
- e) Definitions, page 11: The definition of "Employee" was defined as "personnel of the City of Montague collectively and a section reading 'employee' shall refer to all classifications". Fire Chief, Code Enforcement, and Animal Control were added to the definition of "Department Head" and Fire Chief, Code Enforcement Officer and Animal Control Officer were added to "Appointed Officers". Sprague's definitions for "Authorized City Representative", "Sworn Officers", "Permanent Employees", "Permanent Full time", Permanent Part time", "Temporary and Seasonal Employees", "Independent Contractor or Consultant", "Exempt Employees" and "Nonexempt Employees" were all accepted as written. "Volunteer" was defined as "non-compensated personnel of the City of Montague". Other definitions may be added during future review of the handbook.

Policies 1, 2 and 3 were discussed next. The second sentence of paragraph 1.0 was deleted. The INS' name was changed to U.S. Citizenship and Immigration Services (USCIS). Policy 1 was compared to Section 2.9 of the Aiello draft and no decision was made whether to replace Policy 1 with Aiello's 2.9.

Sections 2.7 and 2.8 of the Aiello draft were also considered for insertion into the beginning of the handbook. The second sentence of Section 2.8 was changed to read, "All employee demographic and personal information will be shared only as required by law."

Policy 2 was not discussed at this time, but the suggestion was made to change Policy 3 to Policy 1 because it is discussing "Purpose and General Provisions", which more appropriately belongs in the beginning of the handbook. In addition, several subsections refer to severability and amending the handbook, thus applying to the entire handbook.

Because of time constraints, the continuing discussion of Policies 1, 2 and 3 were tabled until the next workshop.

A consensus was reached to schedule the next Employee Handbook/Policies and Procedures Manual Workshop for 5:30 P.M. on Thursday, January 15, 2015 and that future workshops will continue to be one hour long.

The workshop adjourned at 7:00 P.M.	
ATTEST:	CITY OF MONTAGUE:
Janie Sprague, City Clerk	Jayne Keller, Mayor