

ESTUARY TRANSIT DISTRICT
PERSONNEL COMMITTEE MEETING
MULVEY MUNICIPAL CENTER
WESTBROOK, CONNECTICUT
WEDNESDAY, AUGUST 27, 2014

CALL TO ORDER

The meeting was called to order by Virginia Zawoy, Chairman at 8:20 a.m. In attendance included: Joe Comerford, Noel Bishop and Roland Laine.

PLEDGE OF ALLEGIANCE

Virginia Zawoy led the Pledge of Allegiance.

DISCUSSION OF COMMITTEE DUTIES

Personnel policies provided by CCM and 9TT job descriptions were distributed to Committee members via e-mail. A copy of the Town of Westbrook's Personnel Policy and Union Contract were distributed for review.

The Board felt it appropriate that the Personnel Committee and the Job Description Committee merge. Duties of the Committee to include:

- Review of current policies and any changes in policy prior to full Board discussion/approval.
- Review of job descriptions
- Review of a employee grievance procedure
 - Possible identification of trends in type of complaints/grievances received
 - The Committee will review grievances to determine if further Board involvement is necessary.
- Review of Operations policies
- Review of compensation and benefits package
 - It was suggested that the compensation and benefits package be review by the Committee on an annual basis. The Committee will make a recommendation to the Board of Directors.

The Committee discussed hiring procedures in the District. Joe Comerford will provide committee members with the "new hire packet" that includes the training protocol. The importance of the role of the Executive Director in the grievance procedure was discussed. A copy of the revised Problem Resolution policy was distributed. The policy directs the Executive Director to advise the Personnel Committee of any employee grievances that were not resolved by the employee's manager. The policy allows for Board oversight but involvement only when necessary.

COMMITTEE MEETING DATES

The Committee will meet prior to a Regular Board meeting when a personnel matter arises and/or at the Executive Director's recommendation and when a grievance procedure is complete.

JOB DESCRIPTIONS

Roland Laine made a motion to accept the job descriptions as presented. Noel Bishop seconded the motion. The motion passed unanimously.

ADJOURNMENT

Roland Laine made a motion to adjourn the meeting at 9:25 a.m. Noel Bishop seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk