



CHESPROCOTT HEALTH DISTRICT

1247 HIGHLAND AVENUE

CHESHIRE, CONNECTICUT

PHONE: (203) 272-2761

FAX: (203) 250-9412

WEBSITE: www.chesprocott.org

CHD Board of Directors Personnel Committee

Draft Special Meeting Minutes

Thursday February 29, 2024

Present: Barbara Ecke, Cheshire
Michael Milone, Cheshire (Board member, no-vote)

Participants: Sarah Montavon, Wolcott (left at 11:30 am)
Liz Normand, Prospect

Also Present: Maura Esposito, Director of Health
Darlene Miakos, Office Manager

Absent: Lauren Backman, Cheshire

The Special Meeting was called to order at 9:38 am.

1. **Roll Call** – The roll call showed a quorum present.

2. **CHD Employee Handbook Review –**

a. The draft copy of the Employee Handbook was distributed to committee members prior to the meeting so the Employee Handbook can be reviewed and updated. The following Table of Contents items were discussed and reviewed:

- i. Introduction
- ii. Mission
- iii. Background/History/Governance
- iv. Employment Basics
 - 1. Suggestions
 - 2. Customer Relations
 - 3. Professional Appearance
 - 4. Anniversary Date
 - 5. Introduction Period – 120 days discussed for new hires and 60 days for existing employee promotion.
 - 6. Continuous Service/Employment
 - 7. At-Will Employment
 - 8. Equal Employment Opportunity
 - 9. Health Examinations – does not include drug testing.
 - 10. Disability Accommodations
 - 11. Personnel Records and Administration
 - 12. Professional Licenses



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13. Driver's License and Driving Record – include if involved with an accident to contact local police for a police report.
14. Severe Weather and Emergency Conditions
15. Remote Work, Telecommuting and Flextime – newly added section.
- v. Definitions
- vi. Eligibility and Limitations
- vii. Approval Procedures
 1. Telecommuting
- viii. Employment Classifications and Work Hours
 1. Regular and Temporary Employees
 2. Full-time – Part-time Employees
 3. Per Diem/Seasonal Employees
 4. Non-Exempt/Exempt Employees
 5. Work Hours – need to add summer hours.
 6. Absence or Lateness – adherence to standard practices.
 7. Department Meetings
- ix. Compensation
 1. Wage and Salary Policies
 2. Pay Cycle
 3. Paycheck Distribution
 4. Mandatory Deductions from Paycheck
 5. Error in Pay
 6. Overtime and Compensatory Time
 7. Work Performed on Holidays
 8. Emergency Response Compensation
 9. Expense Reimbursement – includes verbiage on preauthorization for use of personal vehicle to conduct business.
 10. Time Records
 11. Performance/Compensation Reviews-discuss anniversary or same time of year to conduct performance reviews.
- x. Benefits Eligibility
 1. Eligibility for Benefits
 2. Insurance/Benefit Coverage
 3. Workers Compensation Insurance – discuss light duty vs alternative duty.
 4. Retirement Plan – CHD benefit at 6% contribution for over 30 years. Discussion on raising this benefit by 1%.
 5. Optional Deferred Compensation Plans
 6. Tuition Reimbursement Program-discussion on deleting benefit.



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7. Holidays
8. Vacation – provided clear precise time frames. Provided a 2-week carryover each year.
- xi. Leave Time
 1. Leaves
 2. Paid Leave
 3. Sick Time
 4. FMLA (section missing) needs to re-review.
 5. Personal Days – increase from 3 to 4 days per year and prorated distribution by fiscal year.
 6. Funeral/Bereavement Leave
 7. Jury Duty (Last item discussed at this meeting)

Motion: Michael Milone moved for adjournment, seconded by Barbara Ecke.
Approved. Vote: Unanimous. The meeting was adjourned at 12:05 pm.

Respectfully submitted,

Maura A. Esposito
Acting Secretary