

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, October 14, 2014 scheduled for 8:30 a.m. in the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Paul MacDonald, Charlotte Gabrielson, Robert Tetreault, and Tony Wood

MEMBERS ABSENT: None

OTHERS PRESENT: None

CALL TO ORDER: The meeting was called to order at 8:44 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the September 9, 2014 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the September 9, 2014 meeting was made by Robert Tetreault and seconded by Tony Wood. The vote was unanimous.

APPROVAL OF INVOICES / EXPENDITURES: None

CITIZEN COMMENT: None

OLD BUSINESS:

- 2) Review and discuss Status of Lists.

- A candidate was chosen to be further screened in preparation for advancement to the Police Academy.

The Board was updated about applicant advancing into the Academy.

NEW BUSINESS:

- 3) Discussion and consideration of Financial Aide testing for November 2014.

Testing for the Financial Aide eligibility list was scheduled for Monday, November 17, 2014 at 6:30 p.m. A Personnel Board meeting will be held at 6:00 p.m. on the day of the test.

- 4) Discussion and consideration of Administrative Aide testing.

Testing for the Administrative Aide eligibility list was scheduled for Tuesday, December 9, 2014 at 6:30 p.m. December's Personnel Board meeting will be held at 6:00 p.m. on the day of the test.

- 5) Discussion of temporary positions held within the Town, regarding Human Resources rules and regulations.

Robert Tetreault researched a question from the last meeting and found this information. His words are below:

In response to a previous question of what constitutes a "part-time" and a "temporary" employee, it was determined that under R.I. General Law (RIGL 36-12-1), a Part-time employee is one who has a work schedule of less than 20 hours per week. Such employees typically are not eligible to receive the full complement of benefits, such as insurance but are sometimes afforded pro-rated sick and vacation time.

Federal law defines part-time as anyone who is scheduled to work fewer than 1000 hours per year. There is no time limit which defines how long an employee can remain part-time.

Temporary positions are typically defined as those that are scheduled to be occupied by an employee for no longer than one year. Such positions may be part-time or full-time. Temporary employees typically do not receive the full complement of benefits.

CORRESPONDENCE: None

GENERAL DISCUSSION:

- 6) Review and discuss items proposed for future agendas.

Next scheduled meeting will be held on Wednesday, November 5, 2014 at 8:30 a.m. Post meeting change appropriately.

REQUEST FOR EXECUTIVE SESSION: None

ADJOURN:

Motion was made to adjourn the meeting at 9:20 a.m. by Robert Tetreault and seconded by Charlotte Gabrielson. The vote was unanimous.

Chairman, Paul MacDonald

Date