

**Underground Storage Tank Review Board
Personnel Policy Manual Subcommittee Meeting Minutes**

Meeting Called to Order

The meeting of the Personnel Policy Manual Subcommittee was called to order December 21, 2005, at 10:00 a.m. by Chair Lenette Boisselle. Also in attendance were Commissioner Joseph Unsworth and Legal Counsel Richard Kirby. The meeting was held at 235 Promenade Street, Suite 455 in Providence, Rhode Island.

Review of Current Policies

Boisselle reviewed the current vacation, sick day and holiday policies with the subcommittee members. In addition, job descriptions were distributed to the members for informational purposes. The current personnel manual was also distributed to the subcommittee members.

Review of Draft Policy Manual

The subcommittee reviewed a draft personnel policy manual that was created for the Review Board approximately two years ago. The members agreed that references to particular individuals should be changed to reflect the particular officer or staff position, except where needed according to law. The following subjects were reviewed by the subcommittee:

Responsibility

The subcommittee agreed that the language contained in the draft proposal is appropriate.

Equal Employment Opportunity Policy Statement

The subcommittee agreed that the language contained in the draft proposal is appropriate.

Hiring

The subcommittee agreed that the language in the draft proposal should be altered to require input from the Chair when making hiring decisions and that no oral employment agreements would be permitted to be entered into by the Executive Director or a member of the Board.

Harassment

Boisselle stated that she believed that Rhode Island had enacted a law requiring an alleged victim of harassment to be informed as to the results of any investigation into the allegation as well as to any actions taken by the employer in response to the allegation. She will provide a copy of the law to the subcommittee at the next meeting. Legal Counsel was also directed to review the definition of gender identity to ensure compliance with Rhode Island law.

ADA

The subcommittee agreed that the language contained in the draft proposal is appropriate. Legal counsel was directed to ensure that the section is consistent with all state and federal laws. Legal counsel suggested the subcommittee may want to add a reference to the Governor's Commission on Disabilities.

Orientation

The subcommittee agreed that the language contained in the draft proposal is appropriate.

Computer, Internet, Voice Mail and E-Mail Systems

The subcommittee agreed that the language contained in the draft proposal is appropriate.

Confidentiality

The subcommittee agreed that the language contained in the draft proposal is appropriate.

Policy Regarding Media Inquiries

Unsworth suggested that the Chair should be notified immediately of any media inquiries.

Bulletin Boards

The subcommittee agreed that the language contained in the draft proposal is appropriate. The members did agree that the Executive Director should ascertain whether an area is established where official state notices are displayed, including but not limited to workers compensation rights, unemployment rights, etc.

Seminars and Training

The subcommittee agreed that appropriate and necessary training should be available to employees, and that the section on Seminars and Training should be re-worded to make it clear that the training would only be provided based on applicability to staff job descriptions, and that the Executive Director and/or Board maintains the right to not pay for training.

Professional/Occupational Fees and Dues

The subcommittee agreed that the language contained in the draft proposal is appropriate.

Other Expense Reimbursement

Unsworth raised concerns over the draft documents failure to establish a cap on the payment of expenses without specific Board approval. The Chair asked all members to think about an appropriate cap for this section and to be prepared to discuss it at the next meeting.

Purchasing

Boisselle explained that the Board would be creating this policy which would then be incorporated into the policy manual.

Building Security

The subcommittee agreed that the language contained in the draft proposal is appropriate.

Parental, Family and Medical Leave

Boisselle asked Legal Counsel to review this section of the draft proposal to determine if it is consistent with both state and federal law. She also pointed out that leave for adoption is not required unless the child is sick and therefore covered under the medical leave portion of the act. The subcommittee may choose to add adoption leave or not offer the additional benefit. This issue will be discussed at the next meeting.

Ethics

Legal Counsel suggested that the subcommittee may want to include a section on ethics as it related to the rules promulgated by the Rhode Island Ethics Commission. He agreed to supply draft language to the subcommittee for its consideration.

Next Meeting

The next meeting of the Personnel Policy Manual Subcommittee will be held January 4, 2006, at 12:00 noon at the office of the Underground Storage Tank Review Board. Items to be discussed, in addition to outstanding items listed in the minutes, include policies concerning holidays, vacations, sick days, employee classification status, personnel reviews, payroll issues, work hours. Boisselle asked the Executive Director to publish the date of the meeting to comply with the open meetings law.

Adjournment

There being nothing further to discuss, the meeting was adjourned at 11:40 a.m.

Respectfully Submitted,

Lenette F. Boisselle
Subcommittee Chair