

HR sub-committee of the Board of Finance

Meeting Minutes
October 14, 2102
Town Hall Offices

The meeting was called to order at 9:30 AM. Present: Dan Meade, Margaret Haraghy, Penny Newbury. No members of the public were present.

Action Items are indicated in **bold**.

The committee discussed its short and long-term goals. It was agreed that in order to best serve the financial and service-related interests of Hampton citizens, comprehensive policies and procedures need to be adopted by the town that outline the expectations and requirements of town representatives, both elected and appointed. Prior to that, however, several shorter-term activities should be undertaken.

It was decided that the first task the committee would attempt was the review and revision of job descriptions. To this end, the following actions will be taken:

1. **The committee will obtain copies of all current job descriptions**
2. **The committee will assess the current personnel files** to determine what they currently contain and make recommendations based on Town needs and state regulations regarding what they should contain. The object is to maintain complete, accurate and up to date personnel files on all appointed and elected personnel.
3. **The committee will draft an organizational chart** listing all town employees, including Commission and Standing Committee Chairs.

It was agreed that for purposes of HR discussions, Town employees will be divided into three categories: **Elected Officials**, **Appointed Staff**, and **Contracted Service Providers**.

Acknowledging these three types of staff necessitates the development of certain HR policies specific to that category with respect to salary range, performance evaluation, supervision, and termination.

4. **The committee will ask the Chair of the Board of Finance to write an introductory article** to all Hampton citizens to be published on the web page and in the *Gazette*, informing them of the activities of the sub-committee and the importance of establishing good HR policies, uniform position descriptions, and appropriate salary ranges.
5. **A separate email will also be sent to all town representatives (including Chairs of Town Commissions and groups) asking them to participate in the job description review.** Their charge will be to review their current job description and revise it according to what they believe the position entails, and return it to the committee.

The committee will meet with each employee to review his/her position description, and submit the final revised drafts to the Selectmen for approval.

After all the position descriptions have been finalized, the committee will turn to the issue of salary ranges, and corresponding personnel policies dealing with evaluations, increases, hiring guidelines, etc.

The first position descriptions reviewed will be Appointed Staff, and the **first three job descriptions in this category to be reviewed will be the Administrative Assistant, the Recording Secretary, and the Building Official.**

The committee will pay close attention to those portions of any employee's position description that reference an adherence to specific state statutes, regulations, or codes, and will insure that the revised description does not conflict with these required responsibilities. Descriptions will be modeled on state personnel department-approved formats used by other towns, copies of which the committee have been provided for their review. Function categories will include those required by law, those required by the Town, and those which are highly desirable by the Town.

The committee will advise the Selectmen of their activities so that they can determine whether to discuss them at the next Board of Selectmen meeting.

The committee felt it important that these minutes be published on the Town website.

The next meeting of the HR sub-committee will be on October 29th at 9:30 AM at the Town Hall offices.

Respectfully Submitted,
Penny Newbury
Secretary, Board of Finance
HR sub-committee