

HCOREI Policy Sub-Committee Notes

Meeting Date: 4/28/21

12:00 pm

In Attendance: Kim Souza, Sara Campbell, Ann Reynolds, Pat Autilio, Michelle Boleski

12:00 PM

Review and Discuss Town of Hartford Personnel Policy

<https://drive.google.com/file/d/1OIPLCdb8q45-FHTrsnYH1wYoDpwKw-Oj/view?usp=sharing>

- Discussed if looking at specific policies is the right way to proceed.
- Decided Kim would craft an email to the town manager to ask status of below list -
 - Update 2013 General Personnel Policy.
 - Establish an official, accessible policy repository.
 - Establish an agreed policy for revising/augmenting Town policies.
 - Creation date, owner of policy, who it applies to, revision updates.
 - Include 'Owner/Expert' for each policy.
 - Include 'accountability/enforcement' for each policy.
 - Establish a 'Document Librarian' role.
 - Define and implement a policy to accept and respond to grievances.
 - Review and adopt VLCT (or more comprehensive) Social Media Policy.
 - Request existing policies from ToH Department Heads and identify their location.

Upcoming Meeting with Chief Vail Friday 4/30