

Policy Advisory Committee Minutes for March 20, 2018
976 Main Street, Freedom Hall, Cotuit, Massachusetts

Call to Order at 7:00 p.m.

Recording: Amy Kates

Present: Cynthia Gardner-Chairperson, Lisa Mycock-Kelly- Prudential, Amy Kates-resident, Adam Zais-Fire Commissioner, and Victor Mastro-Water Commissioner

Minutes: Concerns with previously transcribed minutes, Ms. Gardner revised and asked Committee to review. Will be discussed and approved at next meeting.

Review of Sick Time Policies: Commissioner Mastro mentioned new State laws. Committee discussed sick leave and Family Medical Leave. Commissioner Mastro offered to bring copies of the Water Department handbook and mentioned that it is posted on the website. Ms. Mycock-Kelly mentioned that the Prudential Committee doesn't have a formal handbook, but does have job descriptions; which she will distribute to the Committee at the next meeting. Commissioner Zais discussed the Sick Leave policy for Chief Paul Rhude and Chris Dauley. Ms. Mycock-Kelly asked if this committee makes policies, thought our job was to go to commissioners with ideas. Ms. Gardner said we would present what we would like to see adopted by the committees. Ms. Kates asked who could accumulate sick days. Answer was only the Union Fire Fighters and the Fire Chief. Ms. Gardner passed out copies of the Fire Fighters union contract, so everyone could feel comfortable that a policy wouldn't supersede the contract. Ms. Gardner also pointed out that the contract doesn't say much about sick leave use. The contract only discusses accrual. A better description of sick time use should be based on the Water Departments policy as stated in their handbook. Firefighters should only be using accrued sick time for an employee's own illness. Commissioner Zais, thought that was what was occurring, but look into it. Ms. Mycock-Kelly had researched Mass sick time law and discussed her thoughts. Ms. Gardner said it has to be adopted by individual towns. Ms. Mycock-Kelly will research it further. Commissioner Zais will scan everything and distribute to committee members. Ms. Mycock-Kelly will get job descriptions from Prudential Committee and will send link to State site, she was using for her research. Ms. Gardner discussed US Department of Labor forms for when an employee goes out on Family Medical Leave.

Review Proposed By Law: Ms. Gardner asked if anyone on the committee had a problem with her putting together a proposed By Law to send to the Prudential Committee. The recommendation is to have the By Law committee address having both the Policy Advisory and By Law committees hold their first meeting during the first quarter of the fiscal year. Commissioner Zais asked who was on the By Law Committee. Answer-Penny Levert, Stan Goldstein, Mimi Mc Connell, along with a representative from Fire and Water.

Closing: Ms. Mycock-Kelly wanted to clarify if the sick leave act applies to all Mass that has more than a certain amount of employees. Ms. Gardner asked Ms. Mycock-Kelly to send the document to committee members for review. Discussion continued about how sick leave should be used, if Union Contract is clear, and if the policy in the Water Department's handbook, could be used for all District employees. Commissioner Mastro suggested looking at policies at the individual Committees to see if there is a need for a unified policy for the District; though he doesn't feel we need to. Ms. Mycock-Kelly is in somewhat agreement. Discussion continued about sick leave, in the past time may have been used incorrectly, but with the new Fire Chief, things are back on track. Ms. Gardner would like to see the Family Medical Leave Act steps followed, along with the correct documentation including documentation from a physician, but first it needs to be clear when an employee can or cannot use sick leave.

Next meeting will be held in April, Ms. Gardner asked everyone to look at their calendars and send out an email with availability

Motion made to adjourn, second, all in favor