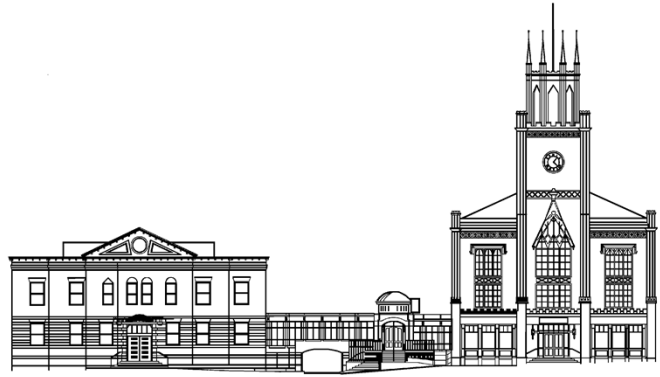




COMMITTEE ON HUMAN RESOURCES/INSURANCE

November 16, 2021 at 6:00 PM

Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen Stewart, Hirschmann, Barry, Cavanaugh, Roy

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. HR Reports submitted by Kathleen Ferguson, Human Resources Director:

- Position Summary Report
- Vacancy Requisition Requests and Approvals
- Sapphire SmartShopper Report
- Summary of Arbitrations/Grievances

(Note: Provided for informational purposes only; no action is required.)

2. Communication from Kathleen Ferguson, HR Director, informing the committee that 13 interested parties have responded to the RFP for an EAP provider with final proposals due on November 19, 2021.

(Note: Provided for informational purposes only; no action is required.)

3. Communication from the HR Director regarding a planned orientation for newly elected and incumbent aldermen to be held in December.

(Note: Provided for informational purposes only; no action is required.)

4. Communication from the HR Director regarding the City's Drug and Alcohol policy that was approved at the 10/19/21 BMA meeting but referred back to HR to look into testing for all City employees.

(Note: Provided for informational purposes only; no action is required.)

5. Communication from the HR Director regarding the NH Retirement System Audit and recommending that a committee or group be formed to research and develop new programs and policies regarding long-term disability and workers' compensation with a report back to the HR Committee.

Gentlemen, what is your pleasure?

6. Communication from the HR Director requesting the reclassification of an Administrative Services Manager, grade 16, to an Administrative Services Manager II, grade 17.

Gentlemen, what is your pleasure?

7. Communication from the HR Director requesting that department heads be authorized to hire new candidates between steps 1-5 within the grade provided they have the funding in their current budget to cover the increase.

Gentlemen, what is your pleasure?

8. Communication from the HR Director regarding a new policy for Sexual Misconduct, Domestic Violence and Dating Violence.

Gentlemen, what is your pleasure?

9. Communication from Phil Croasdale, Water Works Director, requesting a reorganization of the Treatment and Supply Division as follows:

Add:

- One (1) WTP Laboratory Manager, grade 21;
- One (1) WTP Operations and Maintenance Manager, grade 21;
- One (1) Instrument Technician I, grade 18; and
- Two (2) WTP Plant Operator II's, grade 17

Reclassify:

- One (1) Laboratory Technician I, grade 17, to one (1) WTP Laboratory Technician I, grade 17; and
- One (1) Laboratory Technician II, grade 19, to one (1) WTP Laboratory Technician II, grade 19

Gentlemen, what is your pleasure?

10. Communication from Timothy Clougherty, Deputy Public Works Director, requesting a class specification change to the Drop Off Facility Supervisor position to allow for a six month period upon hiring to obtain the required certifications and licenses.

Gentlemen, what is your pleasure?

Tabled Items

(A motion is in order to remove any item from the table.)

11. Communication from Alderman Roy recommending the hiring of an independent firm to evaluate the Fire Department.

(Note: Tabled 1/5/2021; referred to the HR Committee by the BMA on 12/15/2020).

If there is no further business, a motion is in order to adjourn.