

Prisoner Visitation and Support
Personnel Committee
Meeting Notes – August 12, 2022

Attending: Gary Blanchard; Michael Guerra; Carl Pope; Molly Clifford, and Virginia Rinella.

1. Gary Blanchard, newly appointed PVS Board member, was welcomed to the committee.
2. The committee reviewed notes from June 20, 2022 meeting with no corrections or additions required.
3. The Revised Employee Handbook and Time Off Addendum were reviewed. Refinement of content is still needed. It was determined a section is needed to address staff whose entire work is accomplished remotely. A topical outline of remote working follows at the end of these notes. Please send suggested handbook changes and topical outline suggestions to Molly ASAP.
4. Next steps are continued work revising the Employee Handbook and additional probational performance assessment of new hire.
5. Next meeting to be scheduled.

Outline for Working Remotely

1. Purpose
2. Guidelines for Eligibility
3. Employee Responsibilities
 - a. Home Work Place
 - b. Safety Procedures
 - c. Equipment Charges/Responsibilities
 - d. Equipment Accountability
 - e. Technical Problems
 - f. Compliance with Procedures
 - g. Protection of Confidentiality
 - h. Password Protection
 - i. Productivity
 - j. Meetings, Seminars and Conferences
 - k. Copyright Laws
 - l. Childcare Must be Provided for Children Under Five Years of Age
 - m. Program Discontinuation
4. Employer Responsibilities
 - a. Equipment
 - b. Telephone
 - c. Internet

- d. Safe Work Area
- e. Workstation Access