

PVS Personnel Committee
Monday, June 20, 2022 Meeting Notes

Attending: M. Guerra, C. Pope, V. Rinella, T. Slick, M.Clifford

The committee reviewed notes from the previous meeting.

From the last meeting, Carl put together a summary of outstanding HR issues for discussion, as follows:

- Hours Worked/Overtime Pay
 - Employees making more than \$35,588 are exempt from OT requirements (Emily), as are those who work less than 40 hours per week (Molly & Jennifer). Therefore, PVS is not required to pay overtime.
 - PVS may grant compensatory time for hours worked over 40/24, with prior approval.
 - Both of these issues should be made explicit in the Employee Handbook.
 - The use of time sheets (templates to be found online and/or through our payroll service) will be instituted.
- Health Care Reimbursement/FSA
 - There was discussion about offering Health Savings Accounts/FSA to our employees. Given the limited tax benefit and the complications of administering the benefit, the decision was made not to pursue at this time.
- Vacation Accrual/PTO policy. After much discussion, the Committee decided to change the vacation policy **going forward** as follows:
 - Employees will accrue vacation days at the rate necessary to meet their service maximum – will need payroll service assistance (see attached);
 - Employees may carry over one week of vacation time each year, to be taken by March 31 of the following year;
 - PVS will follow the official calendar of federally-recognized holidays (11);
 - Personal/sick time will be accrued at the rate of 2 days per quarter up to a maximum of 10 additional days;
 - Vacation time must be taken in day increments; part-time days = 4.8 hours.
- Other:
 - The committee decided that the policies governing PVS medical and pension benefits should be pulled out of the main part of the Employee Handbook and provided as an addendum.

- New committee member: new PVS Board Member Gary Blanchard has expressed interest in joining the Personnel Committee. We will confirm (we have, and Gary has accepted).
- Next Meeting:
 - We'll schedule the next meeting for the end of July based on committee member availability.