**NOTICE**

**Northwest Vermont Solid Waste Management District**

**ADMINISTRATION COMMITTEE MEETING**

**DATE: May 19, 2022**

**TIME: 3:00 PM**

**PLACE: Via Zoom: https://us02web.zoom.us/j/4456759564**

**AGENDA**

**3:00 PM**

1. **Review Agenda**
2. **VOTE:** Minutes Administration Committee Meeting of March 29, 2022.
3. Review Mr. Kade’s comments in relation to the Draft Weapons Free Workplace Policy that was drafted by the administration committee on 3.29.2022. Discuss and implement any necessary changes, Finalize to submit to full board at the June 2022 meeting.
4. Discussion - NWSWD PTO Policy: NWSWD staff is proposing and seeking approval to make changes to the NWSWD existing PTO policy: Strongly supported by staff and management, we would like the following changes to be implemented:

All paid time off as outlined in our current policy shall be front loaded at the beginning of the

fiscal year rather than accrued weekly and any hours not used will be paid out with the last

paycheck of the NWSWD fiscal year.