

NOTICE

Northwest Vermont Solid Waste Management District

ADMINISTRATION COMMITTEE MEETING AGENDA

DATE: July 5, 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 May 19, 2022
3. Review and Finalize Changes to the Draft Weapon Free Workplace Policy Incorporating Changes Discussed at the Full Board Meeting on June 1, 2022 for Presentation to Full Board at the August 2022 Meeting.
4. PTO Accrual Policy – Ongoing Discussions for Potential Revision of Current PTO Policy.
5. Adjourn

Minutes

NWSWD Administration Committee Meeting

May 19, 2022

The Administration Committee of the Northwest Vermont Solid Waste Management District held an Administration Committee Meeting on May 19, 2022; by Zoom Meetings at 3:00 PM.

Mr. Clark called the meeting to order at 3:00PM.

Administration Committee Members Present:

Dave Clark
Jaime Tibbits
Carlo Micheli

Administration Committee Members Absent:

Others Present:

Pam Bolster, Business Manager
John Leddy, Executive Director

Administration Committee Meeting

1) Approve Minutes from March 29, 2022, Administration Committee Meeting:

Mr. Clark moved to approve the minutes from March 29, 2022. All were in favor and the minutes were approved.

2) Agenda Review-Additions/Deletions: No Changes, Additions or Deletions.

2) Review/Discussion: Review Mr. Kade's comments in relation to the Draft Weapons Free Workplace Policy developed by the committee on 3.29.2022. Discuss and implement any necessary changes, finalize for submission to the full board's June meeting.

The revision of the Draft Weapons Free Workplace Policy decided upon by the committee at the 3.29.2022 meeting had been presented to Barry Kade for his comments. Mr. Kade commented and edited. The committee was unable to meet again prior to the April meeting deciding to schedule this meeting to discuss the policy developed on 3.29 and Mr. Kade's emailed edits and correspondence. All were given to the committee in the meeting package for review.

Conversation began in relation to the inclusion in the policy of searching staff in the event of suspected violation of the policy. One of Mr. Kade's edits included the addition of the statement "Any employee who fails to permit a search of their person or personal property included herein may be sent home for the day", differentiating between District & Personal Property which prompted discussion of how this section of the policy should related to each. Of concern was an employee's refusal of a search and how it could result in a type of power struggle between the District and the employee, resulting in a daily occurrence. Mr. Leitz suggested adding "sent home for the day without pay" to avoid that struggle. Mr. Clark voiced suspicion of employees being able to take advantage of that situation.

Ms. Tibbits voiced for clarity that this policy is being enacted as response to a specific situation. She noted that we can't try to anticipate everything and asked if we could simplify the policy, define weapons and say that they should not be brought, to keep it simple and revisit if necessary. She also voiced that we should not act under the assumption that everyone has got something in their bag...

Ms. Bolster reviewed both the Personnel Policy and the CDL Driver Drug Policy and confirmed For the group that no search language was in either. She did read to the group the reasonable

suspicion language in the drug policy. After in depth discussion it was decided that the language involving searches along with the disciplinary action of non-compliance with the policy should be removed. Mr. Clark did note for the record that he will support the removal of the search language but did show concern that there are no disciplinary guidelines specific to this offense. All members agreed to utilize the definition of firearms that Mr. Kade provided. The group reviewed the paragraph stating "All workers are subject to this provision, including contract works and temporary employees and added "while completing NWSWD assigned duties."

A discussion of the use of the wording may, shall, and or will.

The committee asked that Ms. Bolster incorporate these changes into a document and that it be sent to the committee prior to the June Full Board meeting.

4) Discussion NWSWD PTO Policy:

Mr. Leddy and Ms. Bolster clearly stated the change they recommend to the current PTO policy. All paid time of as outlined in our current policy shall be frontloaded 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. Mr. Leddy and Ms. Bolster noted the benefits to The District and its staff in making this change, from eliminating the push of staff to utilize unused time at the end of our fiscal year making scheduling difficult, to ensuring that staff have time to utilize in the summer months, and eliminating the financial burden for expenses that should have been realized in the previous year. The group felt this policy change would need more discussion time and would recommend that the board give Mr. Leddy authority to manage it this year in the best interest of all and that the committee would continue to discuss the recommendation and explore all options.

Meeting Adjourned: 4:35 PM

Weapon Free Workplace Policy Draft – 7.5.2022:

The NWSWD in an effort to provide a safe workplace for all employees and customers, prohibits the possession or use of firearms or other dangerous and deadly weapons by employees on their person or in their vehicle while on company property or property that the district utilizes for business.

All workers are subject to this provision, including contract workers and temporary employees, while completing NWSWD assigned duties. A license to carry the weapon does not supersede company policy. Any employee in violation of this policy shall be subject to disciplinary action, up to and including termination. This includes:

- a. "Firearms" – means any weapon, whether loaded or unloaded, that will expel a projectile by the action of an explosive and includes any weapon commonly referred to as a pistol, revolver, rifle, gun, machine gun, or shotgun.
- b. Dangerous or deadly weapon" means any firearm, or other weapon, device, instrument, material, or substance, that in the manner it is used or is intended to be used is known to be capable of producing death or serious bodily injury.

The NWSWD recognizes that there may be circumstances in which The District deems it acceptable and/or necessary for the employee to receive a waiver of this policy. Examples could be:

1. Carrying an unloaded hunting rifle in a vehicle during hunting season,
2. A District Enforcement Officer request that could include safety concerns.

Prior to bringing any Firearm or Destructive Device to any NWSWD facility or property of which it inhabits, the employee must request and receive written permission to do so from the Executive Director or the Executive Director's Designee. The written request for permission must include: a. the basis for the request, and b. how long the necessity will last.

With approved notification, any Firearm or Destructive Device will be kept in a locked vehicle at all times unless otherwise approved. The Executive Director may grant, deny, or revoke permission at any time and/or apply conditions he believes are appropriate.

*Exclusive of tools utilized by NWSWD employees to perform daily job functions.