

CHATHAM HEALTH DISTRICT

Sewing the Towns of Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough & Portland

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DISTRICT HEALTH DIRECTOR

Thad D. King, *MPH, RS*

Personnel Policy and Budget Committee

Special Meeting

August 28, 2012

2:00 PM

Office of the First Selectman - Colchester

1. Call to Order
2. Approval of Minutes
3. Personnel Policies Review

Section 1 –	101 Employment Categories	1
Section 2 –	201 Employee Code of Conduct	2
Section 3 –	301 Probationary Period	3
Section 4 –	Work Environment	
	401 Positive Employee Relations	5
	402 Equal Employment Opportunity	6
	403 Sexual and Other Unlawful Harassment	7
	404 Employee Information	8
	405 Solicitation	9
	406 Disability Accommodation	10
Section 5 –	At Work	
	501 Work Schedules	12
	503 Use of Phone and Mail Systems	13

Personnel Policy and Budget Committee

Special Meeting

July 17, 2012

504 Computer and E-mail Usage	14
505 Internet Usage	15
506 Cell Phone Usage	17
507 Flexible Work Arrangements	18
508 Employment and Personal Relationships	19
509 Dress Code	20
510 Personnel Data Changes	21
511 Attendance and Punctuality	22
512 Worker's Compensation Insurance	23
513 Outside Employment	24
Section 6 – Pay Policies	
601 Pay days	26
603 Performance Evaluation	27
604 Job Descriptions	28
605 Salary Administration	29
4. Strategic Planning Discussion	
5. Adjournment	