

**THE GLOUCESTER PUBLIC SCHOOLS**

*Our mission is for all students to be successful, engaged, lifelong learners.*

**Personnel Subcommittee Meeting Minutes**

Monday, November 3, 2014

Superintendent's Conference Room – District Office

5:00 p.m.

**Members Present**

Melissa Teixeira, Chairperson  
Tony Gross, Vice Chairperson

**Administration Present**

Dr. Richard Safier, Superintendent  
Michelle Harvey, Director of Human Resources

---

**I. CALL TO ORDER** – Chairperson Teixeira called the meeting to order at 5:04 p.m. and stated the mission of the Gloucester Public Schools.

**II. REPORTS/DELIBERATIONS**

**A. Family and Medical Leave Act (FMLA) Policy, File GCC** – Michelle Harvey reviewed her recommended changes to the district's existing policy, and the subcommittee discussed the following matters:

- Add legal citation to paragraph I.A.1.
- Definition of “immediate family”
- Definition of “serious health condition”
- Ability to challenge certification of an employee's fitness for duty

This matter was continued to the next meeting.

**B. Review of Employee Handbook: Resources** – Dr. Safier distributed and briefly reviewed samples of Tables of Contents from other districts' employee handbooks. He indicated that he would like to review the samples over the Christmas vacation and come up with a draft for review by the subcommittee. The subcommittee discussed including links in the handbook to district policies and forms.

**C. Minimum Wage Increase** – Dr. Safier indicated that effective January 1, 2015, the minimum wage is increasing to \$9.00 per hour. Chairperson Teixeira noted that this matter will need to be addressed by the Building & Finance Subcommittee in connection with the FY16 budget.

**D. Review of Alcohol and Drug Policies**

1. Bus Driver Examination and Training, File EEAEA – This policy has been incorporated into the Drug and Alcohol Testing Policy, File EEAEA-1.

2. Drug and Alcohol Testing Policy, File EEAEA-1 – Dr. Safier reported that this proposed policy applies to bus drivers and employees with CDLs and includes recommendations from Attorney Naomi Stonberg. The subcommittee reviewed the policy and discussed the following matters:

- Employee’s requirement to notify the district of their use of a controlled substance, including Percocet and medical marijuana
- How employees are selected for testing and frequency of testing

Dr. Safier recommended that the subcommittee members review the proposed policy and discuss it at the next meeting.

3. Drug-Free Workplace, File GBEC – Dr. Safier and the subcommittee reviewed this proposed policy and made the following changes:

- “GOAL” – Change the word “with” to “for.”
- Paragraph 2 – Replace the last word of the paragraph (“employees”) with “employment.”
- Paragraph 3 – Add the word “any” between the words “or” and “other” in the last sentence.
- Paragraph 5 – Delete “arrest upon the conduct of school district business” and replace with “involvement with law enforcement that would adversely affect the employee’s job performance.”
- Paragraph 6 – Delete and replace with the following:  
  
“When improper drug and/or alcohol use is determined/detected, rehabilitation through the Employee Assistance Program shall be offered.”
- Paragraph 8 – Dr. Safier recommended including the optional language. Insert the words “drugs or” between the word “of” and “alcohol.”
- Paragraph 10 – Delete the word “establish” and replace with “maintain a partnership with.”

Dr. Safier indicated that he will send this policy to Attorney Stonberg for her comment and recommendations. The revised policy will be reviewed at the next meeting.

**III. ACTION** – None

**IV. ADJOURNMENT**

On a motion by Mr. Gross, seconded by Chairperson Teixeira, it was unanimously

**VOTED:** 2 in favor zero opposed, to adjourn the Personnel Subcommittee Meeting of November 3, 2014 at 6:21 p.m.

*All reference documents and reports are filed in the Superintendent's office.*

*Maria Puglisi  
Recording Secretary*