



Friday, May 17, 2024, 8:30 AM, Remote via Zoom

8:30 am Remotely via ZOOM:

Please click the link below to join the webinar:

Zoom Link: <https://zoom.us/j/94820907375?pwd=ZWdzWk5KTGp5K29vZ1dEd2dLaU9jQT09>

Meeting ID: 948 2090 7375

Passcode: 616429

1. Adopt Agenda

2. Approve Minutes

Subject	2.1. Review and approve minutes from 3.26.24 Meeting
Meeting	May 17, 2024 - HRPC 05/17/2024 - Friday, May 17, 2024, 8:30 AM, Remote via Zoom
Category	2. Approve Minutes
Department	Human Resources
Type	
Recommended Action	

3. Introductions

Subject	3.1. Committee members introduce themselves to one another.
Meeting	May 17, 2024 - HRPC 05/17/2024 - Friday, May 17, 2024, 8:30 AM, Remote via Zoom
Category	3. Introductions
Department	Human Resources
Type	
Recommended Action	

4. Committee Overview

Subject	4.1. Overview of the purpose of the HRPC as written in section 1.4 of the personnel policy manual.
Meeting	May 17, 2024 - HRPC 05/17/2024 - Friday, May 17, 2024, 8:30 AM, Remote via Zoom
Category	4. Committee Overview
Department	Human Resources
Type	

Recommended Action

5. Public Forum

6. Executive Session

Subject **6.1. Articles 2.2, 10.3, 10.5 and 15.3 Grievance Resolution**

Meeting May 17, 2024 - HRPC 05/17/2024 - Friday, May 17, 2024, 8:30 AM, Remote via Zoom

Category 6. Executive Session

Department Human Resources

Type

Recommended Action

7. Personnel Policy Manual

Subject **7.1. Final review, wrap-up, and circulation of Policy edits.**

Meeting May 17, 2024 - HRPC 05/17/2024 - Friday, May 17, 2024, 8:30 AM, Remote via Zoom

Category 7. Personnel Policy Manual

Department Human Resources

Type

Recommended Action

8. Other Committee Business

9. Adjournment

Subject **9.1. Motion to adjourn**

Meeting May 17, 2024 - HRPC 05/17/2024 - Friday, May 17, 2024, 8:30 AM, Remote via Zoom

Category 9. Adjournment

Department Council and Board

Type

Recommended Action

10. Informational and Non-Discrimination Statements

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities and employment opportunities. The programs and services of the City of Burlington are accessible to people with disabilities. Individuals who require special arrangements, auxiliary aid, service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Burlington, should contact the office of the Title II

Burlington ADA Coordinator at 802-865-7000 as soon as possible but no later than 48 hours before the scheduled event.

Tuesday, March 26, 2024, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT

8:30 am, HR Conference Room, 200 Church St., Burlington, VT OR Remotely via ZOOM:

Please click the link below to join the webinar:

Zoom Link: <https://zoom.us/j/94820907375?pwd=ZWdzWk5KTGp5K29vZ1dEd2dLaU9jOT09>

Meeting ID: 948 2090 7375

Passcode: 616429

Present:

City Councilor Sarah Carpenter, Committee Chair

City Councilor Zoraya Hightower

City Councilor Hannah King

Kerin Durfee, Director of Human Resources

Others:

Hayley McClenahan, Assistant City Attorney

Erik Ramakrishnan, Assistant City Attorney

Chapin Spencer, Director of DPW

Megan Moir, Manager, Assistant DPW Director – Water Resources

Damion Gilbert, AFSCME Council 1343

Jesse Greeno, AFSCME Council 1343

George Millette, AFSCME Council 1343

Meaghan Diffenderfer, HR Administrative Coordinator

1. Adopt Agenda

SC Moves to adopt the agenda with the amendment to add item 4.4, discussion of water main break protocol

HK Seconds

Motion so moved and approved

2. Approve Minutes

HK Moves to approve the minutes from the 2.16.24 meeting

SC adds the amendment to fix typo from "ZK" to "ZH", Seconds

Motion so moved and approved

2. Public Forum

No public forum.

MOTION by Councilor HK, to find that premature general public knowledge of labor relations and employee grievances would clearly place the City at a substantial disadvantage because the City risks disclosing confidential personnel matters in public.

Seconded by SC.

So moved and approved.

MOTION by Councilor HK that based on the finding of substantial disadvantage, the Council enter into executive session to hear the grievance under the provisions of 1 V.S.A. 313(a)(1)(B) and (D), to include: Assistant City Attorney Hayley McClenahan, Assistant City Attorney Erik Ramakrishnan, Councilor Sarah Carpenter, Councilor Hannah King, Councilor Zoraya Hightower, Kerin Durfee, Director of HR, Chapin Spencer Director of DPW, Megan Moir, Division Director, Water Resources, Damian Gilbert, AFSCME Local 1343 President, Steward, Jesse Greeno, AFSCME Local 1343 Vice President, Steward, and George Millette, AFSCME Local 1343 Steward

SC seconds.

All in favor

Motion so moved, committee enters executive session, 8:42 am

4. Executive Session

4.1. Article 10.3a Grievance Resolution

The committee heard from the Union and Management regarding article 10.3.

Next Steps: Union and Management will work together on another letter/MOU to bring back to HRPC.

4.2. Articles 2.2, 10.3, 10.5 and 15.3 Grievance Resolution

The committee heard from the Union and Management regarding articles 2.2, 10.3, 10.5, and 15.3.

Next Steps: Management will review compensation to impacted employee, tabling article 2.2, and Management will write a letter of apology to the impacted employee.

4.3. Article 7 Grievance Hearing

The grievance was withdrawn prior to the meeting, but the Committee heard from the Union and Management on the circumstances leading to this grievance.

HK moves to end exec session

ZH seconds

So moved and approved, executive session ends, 10:00 am

5. Other Committee Business

4.4. Water Main Break Protocol

Committee heard from Management and the Union about current water break protocols, highlighting the protocols on paper vs. in practice at the last large water main break.

Next Steps: The committee will meet with counsel, will wait for the division director to investigate, and will connect with Chair Barlow on the issue.

6. Adjournment

ZH moves to adjourn the meeting.

HK Seconds.

Motion so moved and approved.

Meeting ends, 10:29 am.

7. Informational and Non-Discrimination Statements

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities and employment opportunities. The programs and services of the City of Burlington are accessible to people with disabilities. Individuals who require special arrangements, auxiliary aid, service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Burlington, should contact the office of the Title II Burlington ADA Coordinator at 802-865-7000 as soon as possible but no later than 48 hours before the scheduled event.