



**Friday, November 21, 2025, 8:00 AM, HR Conference Room, 200 Church St., Burlington, VT**

**8:00 am, Sharon Bushor Conference Room, 149 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=ZWdzWk5KTGp5K29vZ1dEd2dLaU9jQT09>**

**Meeting ID: 948 2090 7375**

**Passcode: 616429**

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## **1. Approve Agenda & Minutes**

<b>Subject</b>	<b>1.1. Approve Meeting Agenda</b>
Meeting	November 21, 2025 - HRPC 11/21/2025 - Friday, November 21, 2025, 8:00 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	1. Approve Agenda & Minutes
Department	Human Resources
Type	
Recommended Action	

<b>Subject</b>	<b>1.2. Approve Minutes from 9.18.25 Meeting</b>
Meeting	November 21, 2025 - HRPC 11/21/2025 - Friday, November 21, 2025, 8:00 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	1. Approve Agenda & Minutes
Department	Human Resources
Type	
Recommended Action	

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## **2. Public Forum**

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## **3. Remote Work Policy**

<b>Subject</b>	<b>3.1. Review/Discuss updates to the Remote Work Policy</b>
Meeting	November 21, 2025 - HRPC 11/21/2025 - Friday, November 21, 2025, 8:00 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	3. Remote Work Policy
Department	Human Resources
Type	

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## 4. Discussion - Q&A

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## 5. Other Committee Business

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## 6. Adjournment

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<b>Subject</b>	<b>6.1. Motion to adjourn</b>
Meeting	November 21, 2025 - HRPC 11/21/2025 - Friday, November 21, 2025, 8:00 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	6. Adjournment
Department	Council and Board
Type	
Recommended Action	

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## 7. Informational and Non-Discrimination Statements

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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.



**Thursday, September 18, 2025, 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=ZWdzWk5KTGp5K29vZ1dEd2dLaU9jQT09>**

**Meeting ID: 948 2090 7375**

**Passcode: 616429**

**In Attendance:**

Councilor Sarah Carpenter, Committee Chair (SC)

Councilor Marek Broderick (MB)

Councilor Melo Grant (MG)

HR Acting Director, Lynn Reagan (LR)

**Others in Attendance:**

Meaghan Diffenderfer, HR Administrative Coordinator

Meeting called to order by Chair Carpenter, 8:40 am

## **1. Approve Agenda & Minutes**

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**1.1. Approve Agenda**

MB moves to approve the agenda

MG seconds

All in favor so moved and approved

**1.2. Approve minutes from 7/14/2025 meeting**

MB moves to approve the agenda

MG seconds

All in favor so moved and approved

## **2. Public Forum**

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none

## **3. Review/Discuss Discipline Procedures**

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SC introduced to the topic: an open discussion around the discipline procedures in the City.

LR gave an overview of the progressive discipline policy as outlined in the PPM and Union Contracts. She outlined the number of departments and amount of disciplinary meetings in the last 3 months.

Councilors ask clarifying questions around trainings provided by the City, documentation done by management and the HR team, and types of discipline most commonly issued.

MOTION by Councilor MB, SECOND by Councilor MG, 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.

MOTION by Councilor MB, SECOND by Councilor MG, 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 all committee members, Acting Director Lynn Reagan, and committee admin Meaghan Diffenderfer.

#### **4. Executive Session**

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Committee discussed concerns that came up during a grievance hearing on 7/14/25.

MB moves to exit exec session

MG seconds.

All in favor, so moved and approved.

#### **4. Other Committee Business**

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Next meeting Thursday 10/9/25 at 8:30 am.

#### **6. Adjournment**

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MB moves to adjourn

MG seconds

All in favor, so moved and approved

#### **7. Informational and Non-Discrimination Statements**

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