



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

Draft AGENDA

Human Resource Policy Committee

November 5, 2019

**Human Resources Conference Room
200 Church Street
5:30 pm**

- 1) Agenda**
- 2) Approval of Minutes of September 10, 2019 meeting**
- 3) Public Forum**
- 4) Presentation of the Diversity, Equity and Inclusion Employee Resources Group**
- 5) Update on HR Policy**
 - **Social Media Policy Review**
 - **Time keeping Policy update**
- 6) Update on the Diversity Director role**
- 7) Schedule future committee meeting and propose agenda items**
- 8) Adjournment**

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Minutes

Human Resources Committee

November 5, 2019

HR Conference Room, 200 Church Street, Suite 102,
5:00pm

Present: Councilor Ali Dieng (AD), Brian Pine (BP), Councilor Perri Freeman (PF), HR Director, Deanna Paluba (DP), HRIS Admin, Orieta Glozheni.

Meeting called to order by AD at 5:55

1. Agenda

AD opened the meeting. BP moved to approve the agenda, PF seconded

2. Approval of Minutes for September 10, 2019 meeting

BP moved to approve the minutes. PF, AD approved.

3. Public forum

No members of the public were present for comments.

4. Presentation of the Diversity, Equity and Inclusion Employee Resources Group

DP presented an overview of the newly formed Diversity, Equity and Inclusion Employee Resources Group. BP requested that the plan be presented to the Counselors when the New Director has been hired. DP said that she will be happy to do that and was open for suggestions. She mentioned that this will be in a partnership with the new Director but she will keep the team moving forward. BP asked to have in mind specific goals to mirror our population.

5. Update on HR Policy

- **Social Media Policy Review**
- **Time keeping Policy update**

HRC read the Policy and discussed on the Privacy part of the Policy.

DP explained that the Policy was given to the Unions for review and we got their feedback.

BP asked about the examples involving Dept Heads and DP explained that this policy is for the overall population. DP mentioned that there may be differences in expectations of a Department Head and other employees because of the nature of their role.

PF asked if we can have a universal policy, not separating Department Heads and other employees. Even if they have more visibility, is good to capture everyone and have the same policy for everyone.

DP suggested to have the first step and start with a Policy for everyone.

PF asked for the proxy accounts to be mentioned there too. They are created to intimidate, and she said that there were concerns that someone may be using social media accounts. At least to mention in the Social Media Policy that this is inappropriate or is not allowed to create these accounts.



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DP said that if there are any concerns about suspected inappropriate behavior by a City employee that they can report their concerns to HR and that there are other policies that would prohibit inappropriate behaviors or intimidating behaviors regardless of the venue used.

AD asked to have the time to read and then discuss the Policy and in the next meeting to have ready also the Time Keeping Policy.

PF asked also about Kronos and time keeping. Deanna explained that one of the City's goals is to have everyone use Kronos for time keeping.

AD asked Deanna to sit down with the City Attorney and DP said that she can take the feedback from the HRC and discuss it with the City Attorney.

The HRC decided to read and provide feedback to HR and after the changes will go back to the Unions and from there to City Council.

6. Update on the Diversity Director role

DP did the updates on the applicants. At this time there are 12 Candidates and we plan starting the interview process in December.