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## Personnel Committee Meeting Agenda

November 5, 2019, 3:00 PM

2<sup>nd</sup> Floor Conference Room, Colchester Town Hall, 127 Norwich Ave. Colchester, CT.

1. Call to order
2. Additions to the agenda
3. New Business
  - a. Discussion of the Chief Sanitarian position
  - b. Discussion of revisions to the Chatham Health District Employee Manual
    - i. Job Descriptions
    - ii. Work Schedules
    - iii. Salary Administration
    - iv. Short Term Disability
    - v. Holidays
    - vi. Sick leave
    - vii. Vacation
    - viii. Other employee benefits (Retirement accounts)
    - ix. Reimbursement accounts
  - c. Discussion of new policies
    - i. Employee travel
    - ii. Office closure
4. Old Business
5. Adjournment