

Draft

Mountain Towns Recreation Director Communications Policies and Procedures

The purpose of this document is to describe a framework for the working relationship between the Select Boards of Londonderry, Landgrove, Peru, Weston and Winhall; the Mountain Towns Recreation Director Advisory Committee and the Mountain Towns Recreation Director Employee and other regional Recreation Organizations. The intention behind this framework is to create a collaborative, inclusive and streamlined communication system that will keep all parties informed but minimize duplication of efforts between entities.

Londonderry Select Board as Employer

1. The Londonderry Select Board shall be the Employer of the Mountain Towns Recreation Director.
2. The Point of contact for the Londonderry Select Board shall be the Town Administrator or a designated Select Board Member.
3. The Londonderry Select Board or its designee shall serve as the Human Resources entity in regards to issues related to salary, benefits and job performance evaluations. The Londonderry Select Board shall ask the Advisory Committee to submit feedback on any employee evaluation. The Chair of the Advisory Committee may be invited to participate in a meeting for evaluation purposes.

Select Boards of Landgrove, Londonderry, Peru, Weston and Winhall as Towns Contracting for Shared Services

1. Each Town's Select Board will designate a point of contact for their Representative to the Advisory Committee, for the Employee and for the Londonderry Select Board. The point of contact shall be a Town Administrator or Select Board member.
2. Each Town shall communicate with the Advisory Committee in regard to the Employee. If a Town needs to communicate with the Employee directly they shall copy their Representative and the Advisory Committee Chair on all communications.
3. Towns shall communicate with the Advisory Committee annually for the purposes of budgeting for the salary and benefits of the Employee.

Mountain Towns Recreation Director Advisory Committee

1. The Chair of the Advisory Committee will serve as the point of contact for the Employee and for the Londonderry Select Board as Employer.
2. Each Town's or Organization's Representative to the Advisory Committee will act as the point of contact for that Town or Organization in communications with the Employee.
3. When the Chair of the Advisory Committee receives a request to meet from the Employee or the Towns, they shall respond within 24 hours and will set a date to meet as soon as is practicable and appropriate.

4. The Chair of the Advisory Committee shall communicate with the Employee about day to day tasks and matters important to the Towns, Organizations and the Committee.
5. The Advisory Committee shall follow Open Meeting Law.

Mountain Towns Recreation Director Employee

1. The Employee shall communicate with the Londonderry Select Board's designee for issues related to salary, benefits and employee evaluations.
2. Communications about day to day tasks and conflict resolution with members of the public shall be directed to the Advisory Committee.
3. The Rec Director will attend Advisory Committee meetings quarterly and when a request is made by any of the Towns or the Advisory Committee.. Sufficient and appropriate notice of meetings shall be taken into consideration when a meeting is requested.
4. In the event of an emergency or conflict that requires Advisory Committee or Select Board involvement for resolution, the employee shall email the Chair of the Advisory Committee and the Town Administrator or designated Select Board Member of the Towns to inform them of the circumstances of the event. A meeting will be scheduled to reach a resolution or address an emergency as soon as is practicable.

Other Recreation Organizations

1. The Employee may communicate with any other recreation organization for the purposes of fulfilling any job requirement in consultation with the Advisory Committee Chair.