

PERSONNEL BOARD
Trustee's Room at the Library
Wednesday, May 18, 2015 @ 7:30 PM

Present: S. Crown, T. Delaney, E. Richter, Town Administrator, Asst. Town Administrator, Chairman D. Kearns., J. King not present.

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 4/27/15 Personnel Board Meeting were reviewed.	S. Crown moved to accept the minutes of the 4/27/15 meeting, seconded by T. Delaney, Vote: 3-0.
Old Business:	<u>Technical Support Specialist position</u> : Update from last meeting. M. Vieira said the Technical Support Specialist was offered the starting salary and is going before the Board of Selectmen meeting tomorrow evening.	
New Business	<p><u>FY15 Performance Review Process</u>: There are 26 eligible staff members (11 are managers) in the bonus pool this year. The newly designed manager tool vs. the staff evaluation tool and the timeline were reviewed. June 18 Manager meeting, June will be training for department heads, managers will need to get the evaluations back to the office by the end of August; 8/21 is the current date, but it could change. Managers will have two months to complete the evaluation and submit them. M. Vieira said they are asking that the Personnel Board endorse that if an evaluation isn't submitted on time, both the employee and manager will be ineligible for any bonus. The Board of Selectmen will receive the evaluations on October 20, and the Selectmen packets go out to the members on October 14. In September the Personnel Board will sign off on the evaluations. S. Crown said this is a short turn-around for any Personnel Board changes. S. Crown said that if the Personnel Board receives the evaluations on 9/21, they would have to make recommendations on the same day; she recommended the Personnel Board receive the evaluations by 9/14/15.</p> <p>Document Review: Both tools were reviewed. S. Crown, recommended changing the wording in the definition section under "Exceeds", it is too subjective. The "meets expectation" section needs rewording as well, consistently "good", how is "consistently meets expectations". Under "service" add "proactively". The Town Administrator said service is an active thing. Under "communication", "shares ideas and information clearly, in a timely manner". More wording under "integrity", maybe add something like "ethical in all situations". Under "Trust and Respect" it sounds like it belongs under "collaboration".</p>	<p>T. Delaney moved to endorse the requirement that an employee and their manager will be ineligible to receive a bonus if the evaluation is not received by the required date; D. Kearns seconded, Vote: 4-0.</p> <p>The revised staff and manager tools will be on the agenda for the 6/15/15 Personnel Board meeting to be reviewed.</p>

Staff Tool: Key essential functions: Last year some positions had 10 essential functions and some had 2. This year all staff members should have top five essential job functions. Chairman Kearns said he is concerned that some critical functions might be omitted if we try to limit the number to five; that could be a concern. The Asst. Town Administrator said we're trying to standardize the process. S. Crown said she is having a hard time distinguishing between "job objectives and projects for the evaluation period" and "prior year goals". It was decided to revise it to read: "prior year goals and projects for this evaluation period". There is no overall evaluation score.

Manager Tools: We plan to add "Problem Solving" and "Communication" sections. It was discussed whether the staff tool should be a five point scale and the managers tool will have a three point scale. Maximum essential job functions will be seven instead of five, and three goals instead of two. S. Crown suggested adding terms such as "leader", "role model", "creates", "designs", etc. to clarify the "exceeds" for managers. Modifiers opposed to scoring when it relates to behavior was discussed.

Compensation & Classification Schedules

Community House Manager's Stipend is added to schedule D. On Schedule H, the holiday pay (\$3,697.50) is being added to the salary of \$114,735.30 for the Chief of Police. The position was offered at \$115,000. Remove the holiday pay on Schedule D.

Personnel Board Member Recruitment: D. Kearns said he looked through the "blue book" of town residents with their occupations for a potential Personnel Board member candidate to replace T. Delaney.

Budget Structural Problems: The Town Administrator spoke about requesting assistance from some Personnel Board members to review health insurance costs/plans and maybe staffing reviews to see if anything can be consolidated. She said the Finance Committee is looking at union contracts and she needs to look at OPEB. She said she is hoping to maybe have a meeting, and then the individuals can review some items between meetings. She said if we can't find anything we may have to ask for an operational override.

9:00 pm: Meeting adjourned

Next Meeting: Monday, 6/15/15 at 7:30 pm in the Trustee's Room at the library.