

PERSONNEL BOARD  
 Library Peggy Brenner Room  
 Monday, October 27, 2014 @ 7:30 PM

Present were S. Crown, D. Kearns, J. King, T. Delaney, and Asst. Town Administrator, (E. Richter and the Town Administrator not present).

Topic	Discussion	Action
Meeting Minutes:	<p>The minutes of the 10/01/14 Personnel Board Meeting were reviewed and amended as follows:            Under Old Business, the compensation schedules, and the parking clerk, schedule D, change to the schedule should be corrected to “reflect” minimum wage.</p>	<p>S. Crown moved to accept the minutes of the 10/01/14 meeting, seconded by J. King, Vote: 3-0. T. Delaney abstained as he was not present on 10/1/14.</p>
Old Business:	<p><u>FY '14 Performance Evaluations:</u></p> <p>The Asst. Town Administrator said some changes to the individual evaluations, recommended by the Personnel Board, were taken. The departments that piloted the new evaluation forms had some input; we need to take a closer look at the form. One employee wouldn't sign the evaluation.</p> <p>M. Vieira recommended moving ahead with the changes to the evaluation form. He said five performance improvement plans are in place; anyone with an overall score below a “3” is on an improvement plan. M. Vieira distributed a draft of a Performance Improvement Plan (PIP) form. The Asst. Town Administrator is the H/R signature on the form.</p> <p>S. Crown said the PIP form may work well for one area needing improvement, but when there are two or more areas needing improvement, perhaps there should be one additional step before going before the Board of Selectmen.</p> <p>T. Delaney questioned if the compensation and job description is reviewed when a position evolves into having more responsibility.</p> <p>The list of rankings was reviewed. It was recommended that the “merit amount” column heading be amended to read “merit bonus amount” so it is clear there is not an increase in annual salary. There are three “5” ratings, six</p>	<p>D. Kearns moved to approve the FY '14 performance ranking bonus worksheet as submitted to distribute the \$35,000 bonus pool, seconded by T. Delaney, Vote: 4-0.</p>

	<p>are “4.5” ratings, and five ratings are a “4”.</p> <p>S. Crown said there is not a large bonus for employees who are performing satisfactorily; perhaps what we’re saying is the expectation is that employees exceed expectations.</p> <p>Vacant positions are not included in the list, so the employees that are eligible to receive a bonus this year have a larger pool of funds to be distributed. Next year they may receive smaller bonuses even if their performance is the same. The Asst. Town Administrator said managers have been advised that the bonus amount can change from year to year.</p> <p>The next steps are this list goes to the Board of Selectmen for their meeting on 11/4/14.</p> <p>S.Crown recommended the math be checked on the Merit Bonus Sheet to be sure they’re correct.</p> <p>D. Kearns said the Personnel Board will sign-off on the evaluations after the Board of Selectmen signs off on them.</p> <p>J. King commented that the position of Asst. Town Administrator has changed significantly this year, with more responsibility, he questioned if it should be reviewed this year. T. Delaney said this would be the responsibility of the Town Administrator. D. Kearns said we receive salary surveys annually; those should be reviewed. T. Delaney questioned how the steps are reviewed and adjusted to recognize marketplace or increased value of an employee. D. Kearns said the steps increase as the economy dictates, benchmarks from various surveys, and finally a substantial change in job description. The employee or manager should bring the request forward.</p> <p><u>Time off Survey of Surrounding Communities:</u> T. Delaney inquired about the status of the benefit survey. D. Kearns said we are ready to move ahead, this will probably be on the next meeting’s agenda.</p>	
<b>Next Mtg.</b>	Wednesday, 11/19/14 at 7:30 pm in the Trustee’s Room at the Library (Alternate meeting date will be Monday, 11/24/14 if E. Richter cannot attend a meeting on 11/19/14.)	

**Tickler list:** November or December meeting, add minimum wage on the wage scales.