

PERSONNEL BOARD
Library Trustees Room
Monday, July 14, 2014 @ 7:30 PM

Present were D. Kearns, E. Richter, S. Crown, J. King, and Town Administrator, L. Sanders, Tom Delaney absent.

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 6/16/14 Personnel Board Meeting were reviewed. Change “updated” to “updates”.	S. Crown moved to accept the minutes of the 6/16/14 meeting, seconded by J. King Vote: 4-0.
Old Business:	<p><u>Old Business</u></p> <p><u>Personnel Board Interviews:</u> Interdepartmental Administrative Asst. – S. Crown offered to participate on the interview committee, if needed.</p> <p><u>Time off Survey of Surrounding Communities:</u> Four distinct areas. 1) Health & Welfare, 2) Time off, 3) Work Life, 4) Retirement</p> <p>The Town Administrator said some managers are already giving two personal days to their staff. The new software, starting in January of 2015, will track these items.</p>	E. Richter will make additional to the spreadsheet and it will be on the agenda at the next Personnel Board meeting in August, 2014.
	<p><u>New Business:</u></p> <p><u>New pay rate requests:</u> The Town Accountant position request is for a pay range of \$75,000 - \$80,000; it is classified in Schedule I, Grade III. There are two top candidates for this position; one of the candidates is at \$72,000 and the other at \$76,000 in their current positions. Both have work experience although to various degrees. E. Richter questioned why not reclassify the position to a grade IV. The Town Administrator clarified that Grade IV was created for the two senior managers.</p> <p><u>Interdepartmental Admin. Asst.:</u> This position consolidates the Board of Health, Conservation Commission and IS&T secretary into one position; this is a 29 hour/week position so it is benefit</p>	E. Richter moved to approve the hiring of a Town Accountant at a pay range of \$75,000 to \$80,000, seconded by J. King, Vote: 4-0.

<p>eligible. M. Vieira stated they have had a strong experienced applicant pool apply for the position. Approximately forty candidates applied for this position. The candidates will be narrowed down to six or eight candidates to interview. M. Vieira requested to increase the hiring rate to \$18 – \$20.40, Schedule B, grade IV allows to \$24.93. Steps 1, 2, and 3 in Schedule B, grade IV start in the middle of the grade. Schedule I has a pay rate for office managers of \$23.89, \$24.02 and the police is \$23.32. It was suggested to remove the steps from Schedule B and just have the ranges with seasonal positions having one rate. Add the state “minimum wage” on the library page. L. Sanders will update the Compensation Schedules for review at the next Personnel Board meeting.</p> <p><u>FY '14 Performance Review Process:</u> M. Vieira presented the new evaluation form. M. Vieira reviewed the new values section of the form. Section 1: Values evaluation, using 5 rating indicators 1-5, Outstanding, Exceeds Standards, Meets Standards, Improvement Needed, and Unacceptable Performance. A performance Improvement plan should be initiated for “Unacceptable” and some “Improvement Needed”. J. King recommended adding the word “successfully” where applicable. Add “honest” under integrity, always tells the truth. E. Richter recommended adding a section for employee comments for each individual section, not just one area at the bottom of the evaluation.</p> <p>Page 7: Goals and objectives. C. “Areas of Growth” is new. S. Crown said “B. Evaluation of Previous Year’s Goals” should be first.</p> <p>Page 8: Goal Setting. Add the supervisor’s role in meeting the goal.</p> <p>Page 9, signatures and additional comments. The Personnel Board would add the merit bonus percentage. S. Crown questioned how the employee will know their overall score? How will the different sections be weighed? M. Vieira said it will be 1/3, 1/3 and 1/3.</p> <p>E. Richter recommended adding the 1-5 ratings at the top of the sheet so ratings are clearly visible.</p> <p>D. Kearns recommended introducing the new form this year but waiting until next year to evaluate employees. It was agreed that there shouldn’t be any surprises to the employee during the evaluation process. Use the new tool to inform the employee what will be used next year.</p> <p>The managers have a couple more weeks this year to complete the evaluations. Use last year’s form for the scoring and evaluation but review the new tool and introduce it. Add next year’s</p>	<p>D. Kearns moved to approve the interdepartmental Administrative Assistant at a pay range of \$18.00/hour to \$20.40/hour, seconded by E. Richter, Vote: 4-0.</p> <p>D. Kearns moved that the Personnel Board approve the timeline of 7/17/14 for the manager’s meeting, the forms going out on 7/21/14, the hard deadline for evaluations to be returned by 8/22/14 or the manager will forfeit their merit bonus for the year, the evaluations to be presented to the Personnel Board no later than 9/15/14 and reviewed at the 9/29/14 Personnel Board meeting, seconded by E. Richter, Vote: 4-0.</p>
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	<p>goals to new form w/each employee.</p> <p>Timelines: M. Vieira said they are meeting with the management group on 7/17/14, the new form will be distributed on the 18th or the 21st then the managers will have until 8/22/14 (4 weeks) to complete the evaluations. Managers will submit unsigned evaluation forms to the Town Administrator and the Personnel Board to review prior to meeting with employees. The Personnel Board will receive evaluations by 9/15/14; and meet on 9/29/14 to review. Then the evaluations will be returned to the managers to meet with their employees. This will allow for any recommended changes from either the Town Administrator or the Personnel Board.</p> <p><u>Next Meeting</u> 8/25/14 is the next Personnel Board meeting at 7:30 pm, in the Trustee's Room at the Library.</p>	
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Meeting adjourned at 9:45 pm.