

PERSONNEL BOARD
Town Hall – Conference Room A
Thursday, August 1, 2013 @ 7:30 PM

Present were D. Kearns, T. Delaney, J. King, E. Richter, S. Crown and M. Vieira, Asst. to the Town Administrator

Meeting Minutes (6/24/13 & 7/15/13)

S. Crown moved to accept the 6/24/13 meeting, seconded by T. Delaney, Vote: 5-0.

On page 2 of 4 under Time Off and what is excessive; it states 3-4 times per month is excessive; and two or more unexcused absences in a given month are excessive. These numbers should be looked at; they're too liberal. J. King said it's about non-performance when we're talking about tardiness and absenteeism. T. Delaney said it's bad when staff simply don't show up but if you have a bad week, that doesn't rise to the same level of a problem.

On page 2, last line, for personal benefit under town property. Change the term "personal benefit" to "personal use".

Page 3, temporary positions, it was questioned if managers check with or obtain approval from the Town Administrator, change to "obtain approval"; this should be clarified with the Town Administrator.

Page 4, Management Meeting, one of the difficulties is that the evaluations are rarely in on time. It should be stated that if the evaluation is not submitted by a given date, they will not be considered.

T. Delaney moved to accept the 7/15/13 meeting, seconded by E. Richter, Vote: 3-0.
D. Kearns and S. Crown were not in attendance at the 7/15/13 meeting.

J. King stated that he would like it removed in the draft minutes that the Personnel Board delayed the process of filling the Board of Health Administrative Assistant position, but rather that clarification was necessary from town counsel.

Old Business

Board of Health Administrative Assistant: David Kearns stated that a legal opinion was obtained and there are regulations in place that the Personnel Board takes jurisdiction over this position. Discussion continued on the filling of the vacant position. The incumbent's years of service was compared to the candidate's years of service that the Board of Health would like to offer the position to. The question of the \$18.71/hour was discussed as a reasonable starting salary for this position. T. Delaney said he has no problem with the \$18.71/hr. D. Kearns stated he would like the board to review all the information. The Board of Health Agent distributed a sheet with other town hall salary rates to justify the proposed rate. J. King asked if the health agent knew the salary rate of the candidate at her last position. The health agent

said she did not have that information. S. Crown said we need to clarify that the town doesn't hire people at the starting salary of the grade, and that we shouldn't necessarily bring the new individual in at what the incumbent was earning. D. Kearns said that has already been clarified; the town recognizes experience, knowledge, etc. E. Richter said the \$18.71 was the pay rate of the incumbent in this position. He said he is hearing that the market has changed and that the health agent has done some research and is asking that this person be hired at Step 1 which is still lower than the market. J. King said we seem to be looking at the individual rather than the position; there are huge gaps in the resume of the candidate.

D. Kearns moved to postpone this until the Town Administrator has an opportunity to review it, J. King seconded, Vote: 2-3; motion didn't carry. J. King said postponing the filling of this position is creating a hardship in the Board of Health. He suggested looking at the policy but not holding up the filling of this position.

T. Delaney moved to approve the hiring of the Administrative Assistant for the Board of Health at \$18.70/hour, as proposed by the director of the Board of Health, seconded by S. Crown. S. Crown stated that we have a point of process here; the entry level is \$18.70; that is what is written here. S. Crown recommends that we look at this later. Vote: 4-1, motion approved, D. Kearns opposed.

J. King would like to go on record to say that what this board has voted on is consistent with policies of the board and the community and the issue raised on the legal question has been resolved and this board has the authority to do what it has to do.

E. Richter stated that this has been frustrating, the manual the health agent had was dated 2001. It was recommended that the town spend the \$100 to get the most up to date manual.

Personnel Board Interview Requests

Veterans' Agent – no activity on this, regionalization is being investigated.

Accounting Support Specialist – S. Crown, still in process.

New Business

Community House Facility Manager: S. Crown questioned how many hours might this position involve. M. Vieira stated that currently 10-12 hrs/week are currently being spent by the Office Mgr., from Town Hall. M. Vieira said the dog officer's position was compared to this one as it's another stipend position in town. D. Kearns said we should define the term light housekeeping; is it light dusting, etc.. J. King questioned how this position will collaborate with the Council on Aging because there isn't anything in this document on the relationship. S. Crown questioned if collections and finances should be added. D. Kearns said this is almost two different positions between the facilities role and then the scheduling and administrative tasks around communicating with those interested in renting the building. T. Delaney questioned if the outdoor space at the community center is involved here, shoveling, mowing, etc. S. Crown said under #10 this individual is getting involved with documenting damages to the building. J. King commented that this sounds to him to be a custodial position. He continued that if that's not the intent, it should reflect that. Perhaps it should be stated that "included in the tasks" are light housekeeping duties. E. Richter said we're stumbling on #8. S. Crown said how about "the carrying out of light cleaning, as needed". Chairman Kearns

distributed the current schedule E to review the stipend. M. Vieira said \$10,000 is being recommended for this position; the dog officer is \$8,000, this stipend should probably be more than the dog officer. M. Vieira stated that the intent here is that the heavy duty cleaning will be taken care of by an outside vendor. This individual will be checking the space, making sure that the trash has been taken out, and if the steps need to be swept they'd do that too. The question of who supervises this position remains; whether it will be the DPW or the Board of Selectmen.

D. Kearns moved to assign the Facility Manager at the Community House to Schedule E with an annual stipend not to exceed \$10,000, seconded by J. King, Vote: 5-0.

Management Meeting – scheduled for 8/8/13 at 3pm. M. Vieira said the bulk of that meeting will be dedicated to employee performance evaluations. The plan is to calibrate the tool with everyone and the rating system. M. Vieira said they're working on a tool to hand out to assist managers with the scoring - what does a score of 5 mean, for instance. M. Vieira said this year it's a hard and fast deadline; he's handling this process this year. Employees are not eligible for performance evaluation increases unless their evaluation is received by a certain date.

J. King moved that the deadline for submitting performance evaluation is (a date to be established by the Town Administrator). Any documents received after that date will not be considered for the bonus pool which will increase the pool for others that responded; the applicable manager would also not be eligible for the bonus, seconded by T. Delaney, Vote: 5-0.

Committee Signatory Form: D. Kearns moved to designate D. Kearns as authorized signatory for the Personnel Board, seconded by E. Richter, Vote: 5-0.

Other Business

Next Meeting: Monday, 9/16/13, 7:30 pm, Conference Room A in Town Hall

Agenda items for next meeting: Personnel Regulations continuation, Schedule B, Human Resource Manager job description.

Adjourned at 9:25 pm