



Personnel Board Minutes of Meeting May 14, 2015

Members in attendance were Tim Feeny and Stephanie Moody. Also joining were Alan Benson, Town Administrator

7:35 pm– Chair Tim Feeny called the meeting to order.

Board Minutes from Prior Meetings

Minutes approved for the meeting held on April 2015.

Employee Reviews, Evaluation and Performance Objectives Update

The Board reviewed performance evaluation binder (provided by AB's office) for town employees. Discussion pursued addressing the following matters:

1. Overall, the required narrative for employees receiving a 4/5 rank are [in general] soft and unsubstantiated emphasizing more subjective content than quantifiable results.
2. The inconsistency by which evaluators prepare and assigned ratings are a substantial contributor to why there's such disparity among evaluations.
3. The notion of a receiving a '3' rating is underperforming continues to be a hurdles among town employees.
4. Performance objectives for the upcoming year seem to [increasingly] reflect basic job descriptions.

The Board agreed for the 2015 evaluation process a more pointed letter will be drafted and issued to ALL town personnel emphasizing that definable and quantifiable facts MUST be presented when elaborating on 4/5 ratings given to ANY employee. Failure to meet said criteria will result in a '3' ranking going forward.

2015 Performance Evaluation SurveyMonkey

The Board reviewed the draft SurveyMonkey prepared by SM.

The survey will be emailed to ALL town employees encouraging feedback on the evaluation and performance objective process. Said survey will be anonymous and hopefully responded to by all employees. The survey will be emailed by June 1st with a request for response no later than June 14th.

Salary Reserve

The Board discussed the salary reserve currently built (and recently approved at Town Meeting) of approximately \$93,000 including the \$30,000 approved last year but no dispersed to employees. The Board will submit to the Board of Selectmen its proposed allocation of said reserve to benefit eligible town employees.

TF to invite the Board of Selectmen to its next meeting to discuss in executive session the proposed salary reserve allocation.

Future Meetings

The next scheduled meeting for the Personnel Board is May 28, 2015 at 7:30 p.m.

On a motion made by SM and seconded by TF, it was unanimously voted to adjourn the meeting at 8:30 pm

Respectfully submitted,
Timothy Feeny
Chair

Filename: Personnel Board 5-14-15 Minutes (2).doc
Directory: S:\data\word\Job Descriptions\DPW Job Descriptions
Template: C:\Users\sinman\AppData\Roaming\Microsoft\Templates\Normal.
dotm
Title:
Subject:
Author: sinman
Keywords:
Comments:
Creation Date: 5/28/2015 12:32:00 PM
Change Number: 2
Last Saved On: 5/28/2015 12:32:00 PM
Last Saved By: Custom
Total Editing Time: 3 Minutes
Last Printed On: 1/6/2016 12:18:00 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 367 (approx.)
Number of Characters: 2,095 (approx.)