

# **PERSONNEL BOARD MEETING TOWN OF DEERFIELD, MA**

## **AGENDA**

**August 12, 2013 at 6:00 pm  
Town Hall, 8 Conway Street, South Deerfield.**

### **Members:**

**Jay Wallace, Chairman  
Joanne Carney, Secretary  
John Paciorek Sr.  
Skip Olmstead**

#### **1. Review of minutes of the last meeting**

#### **2. Old Business:**

##### **Vacation and Sick Time Accrual:**

The Board will discuss Chapter 35 of the Town By-Laws as it pertains to vacation and sick leave accruals and compare it with recommendations made previously by D.I. Jacobs and also Attny's Sullivan, Hayes & Quinn.

#### **3. New Business:**

##### **Position Descriptions:**

It has been brought to the Boards attention that some Town employees may have inaccurate or incomplete position descriptions. The Interim Town Administrator will identify any such position descriptions and discuss with the Board a Plan of Action.

##### **Performance Evaluation System:**

On June 6<sup>th</sup> 2012, the Personnel Board voted unanimously to adopt the forms previously submitted by Chairman Jay Wallace. Copies of these forms will be available at this meeting. Discussion will once again take place about the importance of having all Town employees graded using the same format.

##### **Pay rate of Part-Time Police Officers:**

Police Chief Paciorek wishes to discuss a proposal to increase the pay rate of the Part-Time Officers.

#### **4. Next Meeting**

#### **5. Adjournment**