

**PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts**

July 10, 2012

The Board met in the Town Offices Conference Room at 6:00 p.m. on Tuesday, July 10, 2012.

Present:

- Jay Wallace, Chairman
- Joanne Carney, Secretary
- Skip Olmstead
- John Paciorek

1. REVIEW OF MINUTES: Minutes of June 6, 2012 and the Special Meeting of June 14 were accepted as written.

2. OLD BUSINESS:

A. Performance Evaluation System

Discussion ensued regarding the Personnel Board's June 6, 2012 vote on the evaluation form chosen by the Board due to possible confusion about the form or format to be used. Additional discussion dismissed the need for the D I Jacobs Consulting Company to discuss the evaluation forms with Board members.

ACTION: The Board, again, unanimously recommends adoption of Performance Evaluation forms for Exempt and Non-Exempt positions that were formerly submitted by Jay Wallace.

3. NEW BUSINESS:

A. Request by Town Clerk for Change in Job Classification

The Town Clerk submitted a written proposal, and Job Description, for one of the positions in her office become a Level III – Step 5 Assistant Treasurer/Collector, pending the Town Clerk's retirement Dec. 31, 2013.

ACTION: Request the Town Clerk discuss the request with Board members at the next meeting.
DUE DATE: August 14, 2012.

B. Highway Superintendant Salary Increase for Accretion of Job Duties

A July 4, 2012 article in *The Recorder* cited Shawn Patterson, Town Highway Superintendant, to oversee the construction of the \$5.9 million highway garage with a commensurate pay increase for the extra task. (ATTACHMENT 1) Board members discussed this precedent-setting issue and the need or clarification from the Select Board.

ACTION: Members requested that the Town Administrator provide to the Board for review: 1) the Highway Superintendant's Job Description; 2) a copy of the MA Regulations regarding Operations Project Manager. Additionally the Board seeks clarification from Select Board regarding the newspaper article.

DUE DATE: August 14, 2012.

C. Town Policy Manual

Members reviewed the Table of Contents, Disclaimer and Chapter I of the Manual. Corrections/Additions were noted (ATTACHMENT 2) There was discussion regarding Section 4. Exceptions to Rules and Regulations, regarding Overtime and payment to employees working 40 hours in addition to 8 hours of Holiday Pay during a Holiday week.

ACTION: 1) Members to review Chapter II for discussion at next meeting. 2) Request the Town Clerk clarify issue regarding payment of overtime.

DUE DATE: August 14, 2012.

4. NEXT MEETING: Tuesday, August 14, 2012 at 6:00 p.m.

5. ADJOURNMENT: The meeting adjourned at 7:50 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary