

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

February 27, 2013

The Board met in the Town Offices Conference Room at 6:00 p.m. on Wednesday, February 27, 2013.

Present:

- Joanne Carney, Secretary
- Skip Olmstead
- John P. Paciorek, Sr.

Excused:

- Jay Wallace, Chairman

1. REVIEW OF MINUTES: Minutes of February 20, 2013 were accepted as written.

2. OLD BUSINESS:

A. All Old Business is deferred until completion of Town Employee Personnel Manual.

B. Sick and Vacation Time Changes

The Board discussed the Feb. 5, 2013 e-mail to Chairman Jay Wallace from Town Administrator, Bernie Kubiak regarding amending the Personnel By-Law as it pertains to Employee Leave. "The Town grants vacation after one full year worked (with the ability to "borrow" one week the first year) and grants sick time in quarters. This makes it difficult to recruit and the time periods are not well defined."

ACTION: The Board discussed the merits of considering a change to the current Sick and Vacation Time practices as proposed by the Town Administrator. Joanne Carney will meet with Town Clerk, Mary Stokarski, to discuss the merits/drawbacks of the issue and present the discussion points at the next meeting.

C. Employee Personnel Manual: Chapter VII, EMPLOYEE LEAVE POLICIES and ADDENDUM:

The Board reviewed the remaining Sections of Chapter VII and the Addendum and made recommended changes.

ACTION: Joanne Carney will contact the Town Administrator regarding the possibility that the Employee Handbook has been saved on a disk as a Word Document. This will make editing the proposed changes to the Handbook easier.

3. NEW BUSINESS:

A. Matthew F. Russo, Deerfield Emergency Medical Services (DEMS) Director asked to speak with the Board on a non-agenda item regarding the payment of Shift Differential to EMS staff.

ACTION: Mr. Russo will be invited to a future Personnel Board meeting to address the issue.

B. A memo to the Personnel Board from Shawn T. Patterson, Highway Director, requested the Board review a Highway Dept. personnel reorganization plan. (ATTACHMENT 1)

ACTION: Mr. Patterson will be invited to a future Personnel Board meeting to address the issue.

4. NEXT MEETING: Wednesday, March 13, 2013 at 6:00 p.m.

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

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary

Attachment