

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

January 7, 2013

The Board met in the Town Offices Conference Room at 6:03 p.m. on Tuesday, January 7, 2013.

Present:

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

1. REVIEW OF MINUTES: Minutes of December 11, 2012 were accepted as written.

2. OLD BUSINESS:

A. Public Disclosure

John P. Paciorek, Sr. sought guidance from the MA State Ethics Commission regarding the Rule of Necessity, MA State Ethics Commission Advisory 05-05: The Rule of Necessity, December 2005. In lieu of the Ethics Commission the matter was referred to the Town Attorney who gave written notice to Paciorek that there is not a prohibition to him being a member of both the Town Personnel and Finance Boards. However, the Board of Selectmen decides the rules for the Personnel Board and the Town Moderator for the Finance Committee. In order to avoid a conflict of interest in regards to Paciorek being the Police Chief's father, the Selectmen determined that the only restriction is when Police Department business is discussed, or the Police Chief present, Paciorek would excuse himself from the meeting. Regarding the Finance Committee, the Town Moderator will clarify the ruling that Paciorek cannot participate in any Police Dept. discussion does not required to leave the room.

ACTION: Final determination regarding the application of the Rule of Necessity to Paciorek's role on the Finance Committee to come from the Town Moderator.

DUE DATE: Deferred to February 5, 2013 meeting.

B. Resume Workshop Update

There has been a request for the Personnel Board to meet with members of the Police Dept. to review, critique and discuss resumes for future upward mobility positions.

ACTION: The Chief of Police will query the Police Officers for their interest in the Resume Workshop.

DUE DATE: Update at February 5, 2013 meeting.

C. Retired Employee Insurance Benefit

Massachusetts General Law, 32B, Contributory Group General or Blanket Insurance for Persons in the Service of Counties, Cities,, Towns and Districts, and Their Dependents should be reviewed for a decision by the Personnel Board to include on the Annual Town Meeting warrant decision as it applies to retired employees who request to add a dependent to the Town insurance benefit.

ACTION: The Personnel Board requests that Town Clerk, Mary Stokarski, clarify the status of Retiree Benefits. Discussion involved allowing retired employees to add spouses to the insurance benefit but only as an additional cost for the extra coverage to the retiree. In addition Skip Olmstead will get information from the Frontier Regional School and Town of Greenfield policies on the same subject.

DUE DATE: February 5, 2013 meeting.

D. Graduated Pay Scale for Part-Time Police Officers

Part-Time Police Officers, regardless of years of service, receive a flat pay rate of \$16.25/hour. Full-Time Police Officers received a graduated pay scale based on years of service. In order to retain Police Officers an incentive graduated pay scale is proposed.

ACTION: Police Chief, John Paciorek updated the Board on the per hour pay ranges he is considering for submission: Entry Level - \$16.35, Mid-Level: - \$17.50; Top Level - \$19.00. He will submit a cost/benefit proposal for consideration to the Personnel and Finance Boards.

DUE DATE: Deferred to March 2013 meeting.

E. Re-classification of the Administrative Position

The Police Chief proposed at the October 11, 2012 meeting the current Administrative Asst. position be re-classified due to an accretion of duties. The Board referred him to the Town Administrator for assistance and to request copies of types of job descriptions and what factors determine classification of positions.

ACTION: Deferred to March 2013 meeting.

F. Personnel Board Membership

The Personnel Board has four of the five designated members. Not having full membership presents a problem to attain a meeting if two standing members cannot attend a meeting, thus delaying action on agenda items.

ACTION: The Town Administrator will post the notice on the Town's Cable TV Channel. The Board of Selectmen agreed to announce membership interest at all Selectmen meetings.

DUE DATE: Update by the Town Administrator at the February 5, 2013 meeting.

G. Remote Participation Policy

A memo was sent to the Select Board to consider approval and adoption of a Remote Participation Policy for the Personnel Board.

ACTION: The Chair will schedule a meeting with the Board of Selectmen through the Town Administrator.

DUE DATE: Update at February 5, 2013 meeting.

H. Personnel Board Agenda Items

The Personnel Board submitted a Memo to all Department Heads outlining the process for inclusion of items into the Personnel Board Agenda.

STATUS: Department Heads are aware of the process. Item Closed.

3. NEW BUSINESS:

A. Personnel Board Agenda Items and Responsibility for Follow-Up

Agenda items and discussion requiring follow-up from Department Heads and non-Personnel Board members at a Personnel Board meeting will be notified by the Chair, with a copy of the minutes and specific item cited so that the designated person(s) can address them in person at a scheduled personnel Board meeting.

ACTION: Chairman Jay Wallace will contact the responsible parties.

DUE DATE: Follow-up at Feb. 5, 2013 meeting.

B. Town Policy Manual – Chapters III and IV.

Chapters III and IV changes discussed and changes proposed (ATTACHMENT 1)

ACTION:

1) Chapter III, GENERAL PERSONNEL POLICIES: Consider changing Chapter III, section 16, *Introductory Hiring Period* to *Probationary Period* in order to be consistent with Personnel By-Laws, Article II, Personnel Policies, article 35-19, Probationary Period.

2) Chapter IV, APPOINTMENT AND DISCIPLINARY ACTION: Section 13, Grievance Policy and Procedure. This section is inconsistent with the Town By-Laws regarding whether the Personnel Board or Select Board is the final arbiter in a grievance.

C. Employee Personnel Manual Chapters V: THE CLASSIFICATION PLAN and Chapter VI: THE COMPENSATION PLAN

Will be reviewed at the February 5, 2013 meeting.

ACTION: The Chair will go through the Town Administrator to schedule a meeting with the Select Board on either January 22nd or 23rd to discuss this issue as well as the discrepancy in the employee grievance procedure between the Personnel Manual and the Town By-Laws. (ATTACHMENT 2)

NOTE: In order to complete the changes to the Employee Manual by the March 2013 deadline, Personnel Board meetings focus only on completion of the Employee Personnel Manual. An additional meeting is also scheduled to discuss changes to Chapters VII, EMPLOYEE LEAVE POLICIES to be held on February 20, 2013 at 6 p.m.

4. NEXT MEETING: Monday, February 5, 2013 at 6:00 p.m.

5. ADJOURNMENT: The meeting adjourned at 8:23 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary

Attachments (2)