

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

February 5, 2013

The Board met in the Town Offices Conference Room at 6:00 p.m. on Tuesday, February 5, 2013.

Present:

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

1. REVIEW OF MINUTES: Minutes of January 7, 2013 were accepted as written.

2. OLD BUSINESS:

A. Public Disclosure

Mr. Paciorek received a signed Section 19 decision from the Ethics Commission regarding the Rule of Necessity, MA State Ethics Commission Advisory 05-05: The Rule of Necessity, December 2005. In order to avoid a conflict of interest in regards to Paciorek being the Police Chief's father, the determination is that Paciorek can vote on any matter of general policy but is recused from voting on issues regarding any pay and benefits that may impact the Police Chief.

ACTION: Closed.

B. Town Policy Manual – Chapter IV - Grievance Procedure

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.

ACTION: The Board discussed the matter after meeting with the Select Board on January 23, 2013 and drafted a compromise Grievance Procedure that will be forwarded to the Select Board for consideration. Changes involve Steps of the Grievance. The First Step would be presentation of the grievance by the Employee to the Department Head. Second Step would be with the Personnel Relations Review Board and Step 3 would be with the Select Board who would act as the final arbiter. (ATTACHMENT 1)

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

Chapters V and VI were reviewed at the February 5, 2013 meeting. (ATTACHMENT 2)

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: Wednesday, February 20, 2013 at 6:00 p.m.

5. ADJOURNMENT: The meeting adjourned at 7:00 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary

Attachments (2)