

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

March 13, 2013

The Board met in the Town Offices Conference Room at 6:00 p.m. on Wednesday, March 13, 2013.

Present:

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

1. REVIEW OF MINUTES: Minutes of February 27, 2013 were accepted as written.

2. OLD BUSINESS:

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

B. Sick Time, Vacation Time and Personal Day Changes

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 met with Town Clerk, Mary Stokarski, to discuss the merits/drawbacks of amending the Personnel By-Law as it pertains to Employee Leave. Currently, 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.

The Board recommends:

- a) Vacation leave and sick leave can be used as it is accrued without the requirement of working one full year.
- b) Vacation leave will be taken in full days and not by the hour.
- c) Personal Day will be taken in a full day and not by the hour.

ACTION:

- a) Joanne will contact Mary Stokarski to have her review the recommendations for comment comparing to current practice.
- b) For a future meeting the Board will ask for courtesy copies of union contracts from the Police Union, Frontier Regional School, Deerfield Elementary School and Para-Professionals to review.

C. Editing the Employee Personnel Manual

Joanne Carney contacted the Town Administrator who transmitted DRAFT Manual as a Word document making editing the proposed changes easier. In making the changes there needed to be additional Personnel Board discussion regarding:

- a) Personal Time
- b) Reporting Injuries
- c) Worker's Compensation Law

ACTION: Joanne Carney will contact Mary Stokarski regarding current practices of reporting injuries and Worker's Compensation

D. Adoption of Revised Employee Personnel Manual at Annual Town Meeting

The revised Employee Personnel Manual needs to be placed on the Annual Town Meeting agenda.

ACTION: Chairman Jay Wallace will ask the Town Administrator for a place holder to have an article on the Annual Town Meeting to adopt the revised Employee Personnel Manual. Jay will present the outline of changes made to the revised edition at the April Annual Town Meeting.

4. NEXT MEETING: Wednesday, March 27, 2013 at 6:00 p.m.

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

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary