

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

**August 12, 2013**

The Personnel Board met in the Town Offices at 6:05 p.m. on Monday, August 12, 2013

**Present:**

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

**Guests:**

- Mark Gilmore, Selectman
- Wendy Foxmyn, Interim Town Administrator
- John P. Paciorek, Jr., Chief of Police
- Bruce St. Peters, Chairman, Board of Assessors
- Marie Guerin, prospective member, Personnel Board

**Absent:**

- Skip Olmstead

1. REVIEW OF MINUTES: Minutes of July 31, 2013 were accepted as written.

2. OLD BUSINESS:

a. Personnel Policy Manual:

Final copies of the Personnel Policy Manual, as submitted by the Personnel Board on May 22, 2013 were given to the Select Board and Town Administrator for review, discussion and possible adoption at the next Board of Selectmen's meeting. A meeting was pending scheduling whereby Chairman Jay Wallace would present the outline of changes made to the revised edition. The meeting was never scheduled and no action taken on approval of the Personnel Policy Manual.

ACTION: Approval of the Personnel Policy Manual by the Board of Selectmen is contingent on Town Counsel review and opinion.

DATTE: September 3, 2013.

b. Vacation and Sick Time Accrual:

Vacation and Sick Time Accruals, as cited in Chapter 7 of the Personnel Policy Manual, and applicable to only to non-bargaining unit employees, is inconsistent with Chapter 35, §35-26, Vacations, and §35-27, Sick Leave of the Town By-Laws. A July 19, 2013 Memorandum from the Town Clerk to All Benefit Employees outlined the new accrual system (ATTACHMENT 1). The Board discussed Chapter 35 of the Town By-Laws as it pertains to vacation and sick leave accruals.

ACTION: 1) Delete Chapter 35 Personnel By-Laws language in §35-26, Vacations and §35-27, Sick Leave.

2) Insert language in the Proposed Personnel Policy Manual, Chapter VII, Section 5, Vacation Leave and Section 6, Sick Leave (ATTACHMENT 2)

DUE DATE: Approval at Town Meeting.

c. Performance Evaluation System:

On June 6, 2012, the Personnel Board voted unanimously to adopt Performance Appraisal Forms for Exempt and Non-Exempt employees (ATTACHMENTS 3 & 4) previously submitted by Chairman Jay Wallace. It has been brought to the Board's attention that other unapproved forms have also been distributed to Department Heads and may be in use. Discussion ensued regarding the importance of having all Town employees graded using the same format.

ACTION: Performance Appraisal Forms for Exempt and Non-Exempt employees (ATTACHMENTS 3 & 4) are to be the approved forms for the Town Employee Evaluation system.

DATE: Immediately.

1. NEW BUSINESS:

a. Pay Rate of Part-Time Police Officers:

Police Chief John Paciorek presented a 5-step proposal to increase the pay rate of the Part-Time Officers based on years of service and experience. (ATTACHMENT 5) The \$4,320 financial impact was appropriated in the FY14 budget.

ACTION: Quorum member vote: two approved; one abstained.

DATE: Effective October 1, 2013

b. Position Descriptions:

Some Town employees may have inaccurate or incomplete position descriptions.

ACTION: 1) The Interim Town Administrator will identify any such position descriptions, discuss with Department Heads for review and submit recommended changes to the Personnel Board.

2) Recommend exit interviews with employees leaving their positions to discuss the merits, inaccuracies and needed changes to the positions.

c. Town Clerk Request:

The Town Clerk has requested guidance on pending vacant positions in the Town Clerk's Office.

ACTION: Chairman Jay Wallace will contact the Town Clerk to attend the next Personnel Board meeting to discuss the issue.

DATE: September 3, 2013.

d. Assessor's Clerk Position:

On February 5, 2013, and again of April 3, 2013, the Board of Assessors sent a memo (ATTACHMENT 6) to the Personnel Board regarding a new job description for the Assessor's Staff position with a recommended upgrade from Level II to Level V. The Personnel Board neither received copies of the memos nor was apprised of the issue by the former Town Administrator.

ACTION: Bruce St. Peters, the new Chair of the Board of assessors gave members a copy for review at the next meeting.

DATE: September 3, 2013.

4. NEXT MEETING: September 3, 2013 at 6 p.m. in the Town Offices.

5. ADJOURNMENT: The meeting adjourned at 8:05 p.m.

JAY WALLACE  
Chairman

JOANNE M. CARNEY  
Secretary

ATTACHMENTS (6)

## EMPLOYEE PERSONNEL MANUAL (Proposed)

### CHAPTER VII Employee Leave Policies

#### Section 5 - Vacation Leave

All full-time and permanent part-time employees, except police, shall accrue paid vacation leave from the anniversary date of hire.

Vacation Leave may be taken in a minimum of one-half (1/2) day increments.

The Department Head or Board Chairman has the exclusive right to decide and approve when vacation time is to be taken by an employee.

Employees may request Vacation Leave at any time with approval based on the number of accrued hours.

Requests for unearned Vacation Leave will not be granted, however, the employee may be granted requested time off without pay.

The maximum Vacation Leave granted for one period is fifteen (15) consecutive full working days.

Accrued and unused vacation time will be paid to the employee upon Termination of Employment, Retirement or to the employee's estate upon death.

Vacation time may be accumulated for up to two (2) years. Unused vacation time in excess of two (2) years is forfeited and the employee will not receive any compensation.

#### a) Computation of Vacation Leave

Vacation leave is computed on an employee's regularly scheduled base hours based on twenty-six (26) pay periods in a typical working year equaling fifty-two (52) weeks per year. All full-time and permanent part-time employees, except police, shall accrue paid vacation leave from the first day of duty, earned as follows:

| <u>Years of Completed Service</u>        | <u>Earned Vacation Time</u> |
|--|-----------------------------|
| Employed 1 year, but less than 5 years   | 10 work days = 80 hours     |
| Employed 5 years, but less than 10 years | 15 work days = 120 hours    |
| Employed 10 years or more                | 20 work days = 160 hours    |

\*Permanent Part-Time employees earn computed vacation time on a pro rata basis.

#### b) Scheduling of Vacation Time

Employees and their supervisors are mutually responsible for planning and scheduling the use of employees' vacation time. Employees should request vacation time in a timely manner, and supervisors should provide timely responses to employee's requests. Supervisors are responsible for the overall planning, coordination, and approving of their employees' vacation time throughout the year so that the Town's mission and employees' needs are met, and so that employees do not have a significant amount of vacation time that must be used or forfeited.

When an employee makes a timely request for leave, the supervisor must both approve the request and schedule the leave at the time requested by the employee or, if that is not possible because of project related deadlines or the Town's workload, must schedule it at some other time.

#### c) Vacation Time Ceilings

Maximum vacation time that may be accrued from an employee's first day of hire is forty (40) days. Unused vacation Time, over forty (40) hours will be forfeited. Permanent Part-Time employees earn computed Vacation Time on a prorated basis.

**d) "Use or Lose" Vacation Time**

"Use or lose" vacation time is the amount of vacation time that is in excess of the employee's applicable vacation time ceiling. Any accrued vacation time in excess of the ceiling will be forfeited if not used by the final day of the Anniversary Date of hire.

**Section 6 - Sick Leave**

Sick leave is a benefit limited to absences caused by illness, injury, exposure to contagious disease, illness of a member's immediate family, or illness or disability arising out of or caused by pregnancy or childbirth.

Employees shall be entitled to sick leave without loss of pay if the employee has notified his/her supervisor or designee of the absence and cause thereof within one (1) hour of the start of the work day, or as soon thereafter as practicable.

The Town at its exclusive discretion, reserves the right to request a written certificate from a Town selected physician, at the cost to the Town, establishing incapacity as a condition of payment of sick leave benefits or for an employee who seeks to return to work after being absent, whether paid or unpaid, to determine the employee's fitness for work..

If an employee uses sick leave for purposes other than legitimate illness or non-working injury as well as in an excessive manner, the employee may, at the sole discretion of the Town, be subject to disciplinary action up to and including termination of employment.

Any portion of such allowance not used in any leave year by an employee shall accumulate indefinitely throughout employment with the Town.

Employees with less than ten (10) years of service to the Town may accumulate up to sixty (60) days maximum for use in any subsequent year. Employees with greater than ten (10) years of service may accumulate up to ninety (90) days maximum for use in any subsequent year.

When an employee retires, or upon the death of an employee, the employer will pay to the employee, or their estate, for all unused accumulated sick leave credited to the date of retirement or death, at the rate of one (1) day for each full year of service.

**a. Computation of Sick Leave**

Sick leave is computed on an employee's regularly scheduled base hours based on twenty-six (26) pay periods in a fiscal year equaling fifty-two (52) weeks per year. All full-time and permanent part-time employees, except police, shall accrue paid sick leave from the first day of duty. Full-time employees earn sick leave at the rate of ten (10) work days = 80 hours regardless of the number of years of employment. Permanent Part-Time employees earn computed vacation time on a pro rata basis.