

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

October 22, 2013

The Personnel Board met in the Town Offices at 7:06 p.m. on Wednesday, October 22, 2013 for a public hearing on the Vacation By-Law Amendment as cited in the proposed Employee Personnel Manual.

Present:

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

Guests:

- Wendy Foxmyn, Interim Town Administrator
- John Paciorek, Jr., Chief of Police

1. Deerfield's Personnel By-Law, s.35-10 requires a public hearing on any amendments to the by-law before the Special Town Meeting on October 28, 2013. All "affected persons" were notified by the Interim Town Administrator required by the By-Laws.

a. Impact of Change of Vacation Policy on Town Employees

Vacation and Sick Time Accruals, as cited in Chapter 7 of the Personnel Policy Manual, and applicable to only 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. The Board discussed written comments submitted by Mary Stokarski, Town Clerk, Karen Menard, Assessor's Assistant, Bruce St. Peters, Board of Assessors and verbal comments discussed by John Paciorek, Jr., Chief of Police regarding the proposed Personnel Policy Manual, Chapter VII, Employee Leave Policies. Section 5, Vacation Leave and Section 6, Sick Leave.

Considerations:

- 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.
- 3) Remove areas that exempt the police department from the Vacation and Sick Leave Policies.
Recommend implementation date: July 1, 2013.

ACTION: Chairman, Jay Wallace, will present Warrant Articles at the October 28, 2013 Special Town Meeting.

5. **ADJOURNMENT:** A motion was made, and unanimously approved, to close the public input session at 7:33 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary