

PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts
July 6, 2015

The Personnel Board met at 5:30 P.M. on Monday, July 6, 2015 in the Town Hall.

PRESENT: Personnel Board members

Michele Komosa
Mary A. Stokarski
Marie Guerin

1. REVIEW OF MINUTES:

Minutes of June 22, 2015 Meeting - received, voted and accepted for record.

2. STATUS OF POLICE DEPARTMENT POSITION ANALYSIS QUESTIONNAIRES:

At this time, the Board has not received any Position Analysis Questionnaires (PAQ) from employees in the Police Department. Although it was recorded in the minutes of June 22, 2015 that a comment was made that this could indicate that the staff had no recommended changes for their job descriptions, the Board discussed the need for documentation, fairness to other town employees, and the need for consistency across all departments with the Classification Study. Therefore the Board will send a message to the Town Administrator asking her to forward a request for confirmation by each Police Department employee that he/she has reviewed his/her job description and add comments if any. Marie Guerin will send this request.

3. REVIEW OF POLICE DEPARTMENT JOB DESCRIPTIONS:

The Board members reviewed the job description for Administrative Assistant. A list of changes and deletions is attached to these minutes. It was also recommended that a separate job description be created for the position of Matron.

4. CLASSIFICATION STUDY REQUEST

It was recommended that a list of town employees with pertinent personnel data, e.g. job title, salary grade and step, other compensation, etc. would be helpful for this study. Marie Guerin will send this request to the Town Administrator.

5. EMPLOYEES' BONUSES

The Board of Selectmen recently announced bonuses for a number of town employees.

The Personnel Board would like to discuss with the Town Administrator and/or the Board of Selectmen the source of authorization for a bonus and the process involved in determining this additional compensation. No projected date was scheduled for this discussion.

6. NEXT MEETING: Scheduled for July 27, 2015 at 5:30 P.M.

7. ADJOURNMENT: The meeting adjourned at 6:50 P.M

Respectfully submitted,
Marie Guerin