

## PERSONNEL BOARD MINUTES

August 2, 2010

Mural Room, Town Hall

7:05 p.m.

Present: Wayne Heward, Chairman  
Rob Molla  
Anita Stiles  
Alexander Salmela  
Jeannie Horne, Ex Officio  
Betsy Sullivan  
Richard MacDonald

Absent: Jean M. Riley

A meeting of the Duxbury Personnel Board was called to order on Monday, August 2, 2010, at 7:05 p.m. Minutes of the previous meeting read and unanimously accepted.

The vote to decertify (13 – 1) the Duxbury Professional Supervisory Unit was taken on 6/7/10. The election results were unsuccessfully challenged by the SEIU, and the Division of Labor Relations upheld them. The Personnel Board will assist the Town in the process of making salary adjustments reflecting recent benchmarking efforts, as well as current job related roles and responsibilities for each position.

Lt. Chubb spoke to the matter of Permanent Intermittent Police Officers and Student Officers. It is necessary to clarify the status of these employees to ensure that they receive paid time off and insurance benefits. A motion was made to provide benefits now – paid time off and insurance – to these employees, after confirming with legal counsel. It was moved and seconded that the language highlighted on the handout\*, pending legal review and revision, be included in the Proposed FY 12 Personnel Plan. The motion passed unanimously.

Seasonal, Intermittent, Schedule A, B and R Personnel Plan Employees. Both Gordon Cushing, Recreation Director, and Elaine Winquist, Library Director, were a part of this discussion. There are about 75-100 Recreation employees that will be impacted by the existing language. At 1,560 hours will take 5 years for to reach the merit review threshold for the seasonal employees. The Town makes a substantial investment in recruiting and training our employees. Department Heads need more flexibility with regard to pay of part-time and intermittent employees in order to attract and retain these personnel. The Recreation Department has a Revolving Fund and an Enterprise Fund, so that the salaries are factored into the budget. Elaine Winquist, Library Director, asked the Board to look at the quadrant breakdown she had created for her intermittent staff. There should be further investigation as to if and how these jobs can be included in the regular portion of the Personnel Plan.

There was a hold on further discussion of these issues until the next meeting of the Personnel Board.

Policy Reviews. It was moved and seconded that the Background Check Policy, as amended, pending legal review and revision, be presented to the Board of Selectmen for their review. However, we need to seek other comparables for background check providers. Drivers' records needs to be provided, but we should not pay extra for credit checks if they are not relevant for particular positions. *Vote: 4-0 in favor*

The Whistleblower policy was discussed and reviewed with a suggested that training for all employees be provided, then It was moved and seconded that the Whistleblower Policy, as amended, pending legal review and revision, be presented to the Board of Selectmen for their review. *Vote: 4-0 in favor*

It was then moved and seconded that the EEO Policy (with related Maternity Leave and FMLA Policy), as amended, pending legal review and revision, be presented to the Board of Selectmen for their review. *Vote: 4-0 in favor*

It was then moved and seconded that the Non Discriminatory Staffing and Anti Harassment Policy, as amended, pending legal review and revision, be presented to the Board of Selectmen for their review. *Vote: 4-0 in favor*

Staffing issues relative to recruiting, new hires and terminations will be discussed at our next meeting.

The next meeting is scheduled for 7:00 pm, Monday, August 9, 2010 at the Senior Center.

The meeting adjourned at 9:06 p.m.

Jeannie Horne, Human Resources Officer

**\*Permanent Intermittent Police Officers** Are considered either Regular Full-time Employees or Regular Part-Time Employees subject to their scheduling and usage. 'Intermittent' is a Commonwealth of Massachusetts Department of Human Resources title and should not be confused with the Town's classification for Regular Intermittent Employee. Permanent Intermittent Police Officers are subject to the July 1, 2010 cut off for eligibility for paid time off when working less than 20 hours per week.

(Counsel has suggested that we redraft this language to parrot MGL Ch. 32B, Section 7, and ensure that these benefits do not apply to seasonal or casual employees)

