

# PERSONNEL BOARD MINUTES

April 25, 2011

Old Town Hall  
7:00 p.m.

Present: Wayne Heward, Chairman  
Robert L. Molla, III  
Anita Stiles  
Jeannie Horne, Ex Officio  
Absent: Alexander Salmela

The meeting was called to order at 7:10 pm. After review of the minutes of our 11/23/11 meeting, Wayne asked if Jeannie had followed up with Bob Troy – Town Counsel – regarding the creation of an employee handbook and whether a handbook would require the approval of both the Board of Selectmen and the Town Meeting. It was suggested that Jeannie Horne follow up on this question. It was moved and carried that the Minutes be accepted as presented.

The Board discussed Jean Riley's resignation from the Board and consideration of possible replacements who preferably have a Human Resource background.

With regard to a Compensatory Time Policy, Jeannie Horne described the current situation in Duxbury as it relates to Compensatory Time. The practice varies by Department and by those how submit for compensatory time. The Town does not have a clear cut policy as it relates to this issue. Rob and Wayne offered some possible alternatives, based on the employers for whom they have worked' these suggestions included flex-time, the requirement of earning compensatory time after working a certain number of hours in a week, and awarding compensatory time for extra work for an event or project the required a lot of overtime, i.e., Town Meeting preparation, proposals, storms. It was suggested that specific parameters be set around earning approval for and using compensatory time. It was noted that in the private work sector unofficial solutions seem to be the norm, as opposed to creation of a specific comp time policy. It was decided that for discussion at the next meeting Jeannie research model compensatory policies providing general guidelines that may include the ability to exempt employees from earning comp time after working a specific number of hours over 40 hours in a one week period, as well as specifics on identifying when compensatory time is approved, earned, taken and/or approved. A question also was presented as to what happens to "Compensatory Time" earned but not used at the time of termination of an employee. It was also suggested considering adding a "flex-time" component to this policy for departments to use when applicable.

## Staffing Update

- a. Human Resources; Senior Tax Work-off, Citizens for Citizens
- b. Recruiting- Director of Assessing, Equipment Mechanic, Buildings and Grounds Foreman, Veteran's Agent, Wiring Inspector, Seasonal Workers/ Harbormaster and Rec. PerDiem Public Safety Dispatchers
- c. New Hires-Manager of Buildings and Grounds
- d. Terminations-Involuntary DPW
- e. Retirement-Deputy Assessor

The meeting was adjourned at 8:05 pm. The next meeting of the Board is scheduled for May 16<sup>th</sup> at 7:00 pm.

Jeannie Horne, Human Resources Officer