

PERSONNEL BOARD MINUTES

May 23, 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

After acceptance of the minutes, the meeting began with a discussion of the Administrative Assistant position at the Library. As a result of the decertification of the professional support unit there was concern about the salary range in which she was placed. She was placed in the correct grade (4), but the wrong salary range (\$41,333 annual / \$25.64 hr.) vs. her current \$21.79 hr. pay. A motion was made that we recommend an increase of 17.67% to \$25.64 hr. to take effect on July 1, 2011, subject to approval of Labor Counsel and to available funding. The question came up as to whether we should provide retroactive pay for her based on Fred's response, because this position was still under discussion during negotiations. The unit was decertified on 10/16/10 with an election (Recommended retro pay is \$6,207.85 per FY2010 and 2011 for a combined total of \$12,415.70).

Another Personnel Plan compensation issue concerned the position of the Assistant Prosecutor in the Police Department. It was decided to speak to the Police Chief about this and put this item on the agenda for our June Meeting. A motion was made and approved that we recommend a retroactive payment back to July 1, 2009, pending available funding and approval by the Labor Counsel.

With regard to Compensatory Time Policy, various issues were discussed; however, it was decided that a draft of the policy which is being developed be sent out to all Board members prior to our next meeting when we will discuss this.

The performance evaluation process is underway with input from employees, department heads, supervisors and board chair persons, as each relate to the employee who supports each of these.

Staffing Update

- a. Recruiting- Director of Assessing, Transfer Station / Equipment Mechanic, Water Department/Equipment Mechanic, Wiring Inspector, Seasonal Workers/Conservation, DPW, Harbormaster and Rec
- b. New Hires-Veteran's Agent, per diem Public Safety Dispatchers
- c. Terminations-None
- d. Retirement-None

The meeting was adjourned at 8:40 pm. The next meeting of the Board is scheduled for June 16th at 7:00 pm.

Jeannie Horne, Human Resources Officer