

PERSONNEL BOARD MINUTES

June 18, 2012

Old Town Hall
7:00 p.m.

Present: Wayne Heward, Chairman
Liz Hartford
Karen Butcher
Anita Stiles
Jeannie Horne, Ex Officio

The meeting began at 7:05 pm with the acceptance of the minutes of the May meeting.

There was then a Performance Evaluation update with review of the schedule and merit spreadsheet. There seem to be some Schedule R issues regarding night intermittent special police officer and reserve public safety dispatchers and questions about our existing vacation policy with regard to a potential new hire. This individual was trying to negotiate for additional vacation time. There should be a benchmarking effort: What is the best rate for the job? We should survey the market to determine where to place jobs. The idea is to stay competitive to the market, look for multiple points of data, and determine the value that we place on tenure. We should use a minimum of eighteen comparable communities, selecting positions for which we can do a special cut, if necessary, for specialized positions. Does the Town have a compensation philosophy? If so, what is the thinking behind that? The Town's total compensation package should be better communicated to the staff. Base pay equals a competitive range of market. How do we create a package that the Town can support? What employees are presently at grades that are wrong?

A Staffing Update was provided by the Human Resource Officer:

- a. Recruiting – Seasonal Endangered Species Monitors (Personnel Plan/external); Seasonal Assistant Harbormasters (Personnel Plan /external); Human Resources Assistant (Personnel Plan / internal and external); Administrative Assistant to Police Chief (Personnel Plan / internal and external); Part-time Reference Librarian (CBU / internal; eventually, a COA Outreach Assistant (Personnel Plan / internal and external)
- b. Promotions and Transfers – Board of Health Administrative Assistant (CBU/internal); Board of Appeals Administrative Assistant (CBU/internal)
- c. Voluntary Terminations – Aerial Lift Operator (CBU/internal and external)
- d. Retirements – None

The meeting was adjourned at 8:15 pm. The next Board meeting will be on July 30, 2012.

Jeannie Horne, Human Resources Officer