

**TOWN OF DUXBURY, MASSACHUSETTS
PERSONNEL BOARD MINUTES**

April 22, 2013

Old Town Hall
7:00 p.m.

Present: Wayne Heward, Chairman
Anita Stiles
Steve Shay
Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex Officio

The meeting was called to order at 7:10 pm.

A motion was made by Chairman Wayne Heward to approve February 28th, 2013 meeting minutes, but the vote needed to be postpone since there weren't enough members present at the meeting to reach a quorum.

Jeannie Horne distributed the proposed Mobil Device Policy. She asked for review and suggestions. Jeannie also told the committee that she has been asked to review a Social Media Policy. She commented that these policies will become part of the Employee Handbook. Discussion ensued with consensus that both were common sense policies. Steve Shay commented that we should follow state guidelines in regards to these policies, i.e., no texting and driving, no cell phone conversations while driving town vehicles. Wayne Heward commented that we need to specifically state, in order to protect the town, that use of mobile phones while conducting company business is prohibited. Wayne stated he will bring in a copy of a policy he had from his former company. Steve Shay inquired about the Mobile Device Policy the Fire and Police have. Wayne stated that he believed in those positions, hands free devices were okay. Jeannie agreed that the policy needs work.

Recruitment review was conducted by Marianne Gonsalves. There were no questions from the committee.

Jeannie Horne gave an overview of the status of the Performance Evaluation process. She stated that it is a pay for performance culture. May 15th deadline for submission of evaluations, May 30th deadline to conduct reviews. Merit increase effective date is July 1st, 2013. Wayne Heward asked if the compensation study concluded satisfactorily and everything is wrapped up. Jeannie stated that presentations went well and all changes have been communicated to Department Heads who in turn would discuss with their staff.

Town Manager Search Committee minute approval was discussed and Jeannie suggested that we send the minutes to the Committee to have them approved so we can publish them.

Jeannie also mentioned that Open Meeting Law and Conflict of Interest training was being scheduled by Susan Kelley and she would confirm date/time.

Next meeting is scheduled for Monday June 17th, 2013.

Meeting Adjourned at 8:15pm.

Jeannie Horne – HR Director
Marianne Gonsalves – HR Administrative Assistant
Approved: 6.17.13