

TOWN OF DUXBURY, MASSACHUSETTS

PERSONNEL BOARD MINUTES

October 21st, 2013

Old Town Hall
7:00 p.m.

Present:

Wayne Heward, Chairperson
Karen Butcher
Liz Hartford
Steve Shay
Anita Stiles

Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex Officio

Absent
Stephen Shay

The meeting was called to order at 7:05 pm.

September 23rd, 2013 meeting minutes were distributed and reviewed. Chairperson, Wayne Heward made a motion to accept the September 23rd meeting minutes. Anita Stiles seconded the motion. September 23rd meeting minutes were accepted 4:0.

A copy of the Town of Duxbury's Progressive Discipline Policy was distributed to the board members. Changes to the policy suggested by the board members on September 23rd were updated in the document by Jeannie Horne. Jeannie stated that she is waiting for feedback from Town Manager. Board members reviewed, discussed and suggested revisions on the following Progressive Discipline Policy sections; Causes for Disciplinary Action, Progressive Discipline Process, Suspension and Final Written Warning and Appeal of Disciplinary Action.

Further discussion ensued on verbal warning documentation and where the documentation should be located. The board unanimously agreed that verbal warnings should be documented, and kept in the manager's employee files and not in the personnel file. Jeannie stated that she may have to impact bargain these policies with the unions. Liz Hartford asked why this policy wasn't already in the union contracts. Jeannie stated that any policies not covered under the contract fall under town policies. Wayne Heward asked what forms the town is using now. Jeannie stated that departments like the DPW is using their own, but similar forms.

The next item on the agenda was the review of the Personnel Plan for FY15. Jeannie reviewed proposed changes or additions to the Personnel Plan FY15 in regards to the following policies; Background Investigation Policy ,Emergency or Temporary Hiring, FMLA (adding Uniformed Services Employment and Reemployment Rights Act), updating the Bereavement Leave and performance based salary review sections.

Board members inquired about which department uses drug screens as part of their background screening process. Jeannie stated that currently the DPW and Police Departments required drug screens. Fire and School require physicals but no ongoing drug screens. In regards to the Bereavement Leave, Karen Butcher suggested that the days should be standardized. Concerning the Performance Salary Review, lump sums vs. increase in base pay was discussed. After some discussion, consensus of the group recommendation was to award a lump sums for employees over the salary range if performance warranted an increase rather than increasing the employees base pay each year.

Town wide classification study was discussed as the next topic on the agenda. Jeannie Horne stated that she was awaiting further information on related cost and timing of a proposed compatibility study to be conducted by an external provider. She would update the board when she received more information.

Staffing Update was provided by Marianne Gonsalves.

- a. Recruiting – DPW Office Manager (Personnel Plan), Aquatics Supervisor (Personnel Plan) Emergency Management Assistant (Personnel Plan), Finance Committee Junior Clerk (Personnel Plan)
- b. New Hires – Aerial Lift Operator Specialist (DPW CBA)
- c. Promotions and Transfers – None
- d. Voluntary Terminations – DPW Office Manager (Personnel Plan), Aquatics Supervisor(Personnel Plan)
- e. Retirements – None

Meeting adjourned at 8:55 PM

Documents reviewed:

1. Personnel Board Meeting Agenda dated October 21st, 2013
2. Personnel Board Meeting Minutes dated September 23rd, 2013
3. Progressive Discipline Policy
4. Personnel Plan FY15
5. Proposed FY15 Town-wide Compensation and Classification Study

Next meeting is scheduled for 11.18.13

Marianne Gonsalves - Human Resources Administrative Assistant

Submitted: 11.18.13

Approved: 11.18.13