

TOWN OF DUXBURY, MASSACHUSETTS PERSONNEL BOARD MINUTES

November 18th, 2013

Old Town Hall
7:00 p.m.

Present:

Wayne Heward, Chairperson
Karen Butcher
Liz Hartford
Anita Stiles

Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex Officio

Absent
Stephen Shay

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

October 21st, 2013 meeting minutes were distributed and reviewed. Chairperson, Wayne Heward made a motion to accept the October 21st, 2013 meeting minutes. Anita Stiles seconded the motion. October 21st 2013 meeting minutes were accepted 4:0.

Jeannie Horne distributed the Personnel Board Report for the Town Report. All members acknowledged that they had read the report. Wayne made a motion to accept the Personnel Board Report for submission to the Town Report, Anita Stiles seconded the motion. All were in favor 4:0.

Jeannie Horne distributed the Reasonable Suspicion Policy to the members for review. Jeannie fielded questions from the Board stating that 'Jordan on the Job' is currently the Town's drug and alcohol test site but she is planning on 'test driving' other drug and alcohol testing sites, like 'Urgent Care'. Jeannie explained the employees can go to any site they choose and HR promotes all sites to employees. She also stated that this policy was reviewed by our labor attorney. Wayne Heward commented on how detailed the policy is and he felt that it will make employees comfortable. Liz Hartford asked if the employee could select any rehabilitation program and Anita Stiles commented that the employees should make sure that the program is accepted by their benefit provider. Jeannie explained that All One Health, our Employee Assistance Provider, can recommend rehabilitation programs to employees. Discussion continued in regards to paragraph eight on page three. Jeannie explained that an employee going into a rehab program would be placed on FMLA. Further discussion focused on paragraph 9 in regards to suspension if the employee is found to test positive. A suggestion from Liz Hartford to change 'reasonable time period' to a definite time in regards to "Leaves of Absences" without pay. This suggestion was supported by the board. An additional suggestion from Wayne Heward was to change the wording in the last paragraph on page 3 from "subject to termination" to termination of employment. Jeannie stated that she will review with labor counsel. Jeannie stated she plans to impact bargaining this policy with the unions.

FY15 Personnel Plan updates were reviewed by Jeannie. She stated that she is making everything gender neutral and board agreed positively with her plan.

Staffing Update was provided by Marianne Gonsalves.

- a. Recruiting – Seasonal Worker - DPW/Cemetery Dept (Personnel Plan)
- b. New Hires – Emergency Management Assistant (Personnel Plan)
- c. Promotions and Transfers – None
- d. Voluntary Terminations – None
- e. Retirements – None

Meeting adjourned at 7:50pm

Documents reviewed:

1. Personnel Board Meeting Agenda dated November 18th, 2013
2. Personnel Board Meeting Minutes dated October 21st, 2013
3. Personnel Board Report
4. Reasonable Suspicion Policy
5. Draft Personnel Plan FY15

Next meeting is scheduled for 12.16.13

Marianne Gonsalves - Human Resources Administrative Assistant

Submitted: 12.18.13
Approved: 12.18.13