

Revised



TOWN OF
FAIRHAVEN

MASSACHUSETTS

THE FRIENDLY TOWN

OFFICE OF
DIRECTOR OF FINANCE/
TREASURER

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5/6/2014

Personnel Board Minutes
February 18, 2014

A meeting of the Personnel Board (PB) was held on February 18, 2014 in the Banquet Room at Town Hall. The meeting was called to order at 4:00 PM by Chairman Charles Murphy. Also in attendance were members Lyndsay Gordon and Wendy Graves.

For the first item of business, Police Chief Michael Myers and Fire Chief Tim Francis passed out a package to upgrade the clerical positions in the Police and Fire departments. The Police Department clerk's title would now be Executive Secretary to the Chief of Police and the Fire Department clerk's title would be Executive Confidential Assistant. They explained that their positions have drastically changed over the years and they are now true administrative assistants with a great deal of confidentiality. Kris has been with the Fire Department for 14 years and Jaunna has been with the Police Department for 16 years. The Personnel Board was also told that it has already been negotiated with the clerical union and they are now non-union employees. Both employees current base pay is \$19.62 and the proposed rate is level 12 step 3 on the non-union schedule. They will also be increased to 40 hours per week salary from 35 hours per week hourly. Both will no longer be banking comp time, it will have to be used in the same week. A motion to send the request to the Selectmen by Ms. Gordon and seconded by Ms. Graves. Ms. Graves will draft a letter to the Selectmen for the next Selectmen's meeting.

The next meeting will be March 11, 2014 at 3:30.

A motion to adjourn was made by Ms. Graves and seconded by Ms. Gordon which was passed unanimously at 4:50 PM

Respectfully Submitted,
Wendy L Graves

Approved: Wendy L. Graves 4/8/14