



TOWN OF
FAIRHAVEN

MASSACHUSETTS

THE FRIENDLY TOWN

OFFICE OF
DIRECTOR OF FINANCE/
TREASURER

TOWN HALL
TELEPHONE (508) 979-4026

7/22/2014

Personnel Board Minutes
May 20, 2014

FAIRHAVEN,
MASS.

2014 AUG 12 A 11:57

RECEIVED
TOWN CLERK

A meeting of the Personnel Board (PB) was held on May 20, 2014 in the Banquet Room at Town Hall. The meeting was called to order at 4:09 PM by Chairman Charles Murphy. Also in attendance were members Lindsay Gordon and Wendy Graves.

For the first item of business, Ms. Graves passed out copies of the Personnel Board minutes for April 8, 2014. Ms. Gordon made a motion to accept the minutes with Ms. Graves seconding the motion.

For the second item of business, Ms. Graves passed out copies of a new time card process. The current process is the Finance Director collects all the cards Friday afternoon, she then goes through the time cards and writes a list of who used time. Then she has to hunt down the absence slips for the time taken. The payroll person then enters the slips in an attendance book. The new process will have each department head to be more accountable and collect their department's time cards, check them, attach the time cards, absence slips, and payroll, sign it and forward the package to the Treasurer's Office. A motion to accept the process was made by Ms. Gordon with Ms. Graves seconding.

The next meeting will be July 22, 2014 at 4:00.

A motion to adjourn was made by Ms. Graves and seconded by Ms. Gordon which was passed unanimously at 4:51 PM

Respectfully Submitted,
Wendy L Graves

Approved: Wendy L. Graves

Date: 7/22/14

The current procedures for time cards is a follows:

All time cards are collected by the Treasurer's Office Friday at the end of the day.

The Finance Director looks thru the time cards to make sure everyone with time-off has filled out a request for time-off form.

The department heads never get to see the time cards for their employees.

Time cards will be collected by each Department Head on Monday morning.

The Department Head will add each time card to make sure that each employee in their department worked their scheduled hours.

If an employee has time off, a request for time-off form will be filled out at this time, and signed by the Department Head.

The departmental payroll sheet will be sent to the Treasurer's Office with the time cards and request for time-off forms.

Suzanne will separate the package and give the Finance Director the time cards and request for time-off forms for her inspection.

The Finance Director will initial the forms after they have been checked and give them to Suzanne to be entered in the log book.