

# Personnel Board

Subject: Minutes of Meeting Held on Monday, July 18, 2011

Present: Tracy Blais, Diane Doyle, Mark Gleckman, John Lucey, Steve Salvo, Evangeline Sutter and John Wilkinson

Excused: Rick Harris

Convened: 7:00 PM at Town Hall

## Call to Order

### 1. **Call to Order**

The meeting was called to order by John Wilkinson at 7:05 PM.

### 2. **Vote on New Personnel Board member**

John Wilkinson formally nominated Evangeline Sutter to fill the vacancy left by departing Nancy Colombo. The motion was seconded. A vote was held and Evangeline was approved unanimously by the board. Evangeline was voted to serve as board Secretary.

### 3. **Review of Minutes of Prior Meeting**

John Wilkinson moved to have the minutes of the March 28, 2011 meeting approved. There was no April meeting and June's meeting did not have a quorum. The motion was seconded and voted and approved unanimously by the board.

### 4. **Personnel Action and Job Vacancy Approvals**

John Wilkinson indicated that there were no job vacancies or personnel actions that required Personnel Board approvals.

### 5. **Employee Handbook**

Language on vacation and sick leave accruals was scrutinized and cross referenced with the Bylaws. There were questions on carry-over vacation days, the definition of 'length of service', how to credit service after a status change from part to full time or full to part-time, and how to accurately accrue sick time in terms of hours instead of days. Regarding carry-over vacation days, an amendment to the Bylaw was suggested so that new employees hired in the middle of the year would not lose their accrued vacation days and instead be able to carry-over 3 days after 6 months of hire, regardless of hire date. Length of service will be determined by hire date anniversary. Whether an employee is full or part-time, a 'year' will be a 'year' and length of service will be determined as such. Regarding sick time accruals, an amendment to the Bylaw was suggested so that sick time accruals will accurately reflect an employee's actual hours worked. Sick time will be accrued according to a 'Month' of service (instead of '30 days' of service) and will be calculated in terms of hours available for use, instead of 'days' available for use. These changes clarify the Handbook as many employees work non standard schedules. **AI: MCAD and EEOC language needs to be input. John will incorporate suggestions, review with consistency against Bylaws and present to Tracy for her review. Personnel Manual needs to be reviewed by Town Manager, Town Counsel Tony Penski and Town Treasurer. Any Bylaw changes need to be presented to Town Counsel and prepared for the September Town Meeting (Date TBD).**

### 6. **New Employee Issues**

Tracy Blais reported that a contract is still in process with the Police Union.

John Wilkinson attended an MMPA (Massachusetts Mutual Personnel Association) meeting. It was recommended that Newbury maintain its membership in the MMPA so that we stay up to date on law

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changes and compensation surveys. Tracy affirmed that we are a member and will maintain membership status.

Steve Salvo found the disk with all Town job descriptions on it. John Lucey made copies of the disk and distributed a copy to each member present.

Tracy Blais presented a memo dated 7/11/2011 from Michael Reilly to the Personnel Board asking for a vote to correct a typo John Lucey's 10/25/2009 personnel action form. The motion was seconded and voted and approved unanimously by the board.

Diane Doyle mentioned that an audit of documents contained in employee files is being conducted.

**AI: Evangeline Sutter needs a copy of the Open Meeting Law and must complete an Affidavit of Understanding.**

**7. Next Meeting**

The Personnel Board will meet on Monday, August 15, 2011 at 7PM at Town Hall.

The Personnel Board will meet Monday, September 19, 2011 at 7PM at Town Hall.

**8. Adjournment**

A motion was made by Evangeline Sutter and all voted and agreed to adjourn.

*Adjourned: Approximately 8:45 PM*

*Scribe: Evangeline Sutter*

*Notes: These minutes were approved at 8.15.2011 PB meeting*