



# Town of Shirley

## PERSONNEL BOARD

7 KEADY WAY, SHIRLEY, MASSACHUSETTS 01464

Tel: (978) 425-2600

Fax: (978) 425-2681

### Minutes March 6, 2012

The meeting was called to order at 7:35 a.m.

Members present: Paul Przybyla, Ellen Doiron, Bobbi Jo Colburn and Holly Haase.

1. Minutes of February 7, 2012 - tabled
2. FY2013 Wage & Salary Classification Plan
3. Requests for Classification Changes.

Holly Haase moved to chg. Conservation Administrator to Con. Agent. Ellen Seconded. Unanimous. DPW Administrator request in hours. ED recommended that a letter be sent to Selectmen as this did not fall under the personnel board.

Police Executive Secretary – ED felt that there were no changes in the duties of the position. HH brought up the fact that step increases were done in the past. Another meeting voted no changes to the position. This is the third request for change. Bobbi Jo Colburn felt there was no job description to compare so there was no way to evaluate a change. Both HH and BC felt that there is a need to look at all positions before we change any grades. ED felt the letter states he is looking for a promotion/merit raise. There is a need for a before and after job description for the Police Executive Secretary before any change can be made. ED recommended that if an employee falls under the Selectmen there needs to be a job description approved by the BOS before we make any change in grade. ED motioned that we advise the police Chief that the following is needed.

1. Previous and Current job description
  2. Show changes in responsibilities
  3. Approval from the Board of Selectmen
  4. Come to the personnel board to place on the wage & salary classification plan.
- Bobbi Jo seconded. Unanimous. Paul will contact the chief.

Executive Secretary to the Board of Selectmen – Discussion about changes in the position. At this point of time we do not have a job description. ED felt that before we

can look at this the same applies as the Police Executive Secretary. ED also noted that this is an example of the Selectmen using an employee as a political football. PP felt that we have an approved job description on April of 2010. We need a new description showing the changes in responsibilities before we can take any action. ED moved that we advise the BOS that in order to consider grade changes we need an up to date job descriptions approved by the Board of Selectmen, an explanation of the responsibility changes and a specific request of where they want the position classified. HH seconded the motion. Unanimous. Paul will contact Dave Swain and copy Dave Berry.

4. April 2<sup>nd</sup> Hearing- Discussion on dates and what has to happen before prior to the public hearing. Bobbi Jo will do the spread sheet for step and cola for our next meeting. We will meet with anyone requesting changes. We will request that the Public Hearing be changed to April 9, 2012.
5. Correspondence
6. Personnel Manual Edits - tabled
7. New Business – no new business
8. Adjournment – PP Moved. Ellen Seconded. Unanimous. 8:40 am

The next meeting at 6:30 pm. Thursday, March 15, 2012

The meeting adjourned at a.m.

Minutes respectfully submitted by Holly J. Haase.

Motion made by \_\_\_\_\_ to approve/disapprove minutes.  
Seconded by \_\_\_\_\_.

Signed: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_.