



Town of Shirley

PERSONNEL BOARD

7 KEADY WAY, SHIRLEY, MASSACHUSETTS 01464

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Minutes July 17, 2012 7:30 a.m.

The meeting was called to order at 7:30 am

Members present: Paul Przybyla, Bobbi Jo Colburn, Susan Hartman and Holly Haase.
Also present were Andy Deveau, Ron Marchetti and Dave Berry

1. Minutes of March 6, 2012, March 15, 2012, April 2, 2012 and April 9, 2012 will be reviewed at our next meeting.
2. Wage & Salary Classification Plan. Paul Przybyla mentioned to Andy Deveau that there is a need review our present Classification Plan and that funding is needed to make this possible.
3. Selectman Andy Deveau and Ron Marchetti presented a new form to evaluate the Chief Administrative Officer. AD felt that there was a need for the Personnel Board review a different evaluation form than the one presently accepted. He felt that the form we are now using does not go far enough into detail and there is a need to evaluate the CAO position based on the job description. RM felt the concept of the generic form works for other jobs, but, because the CAO is a very different position, it is not appropriate to use the standardized form. Bobbi Jo asked if the new form would replace the standardized form or would each evaluation form change according to each job? Both AR and RM said at this point and time they were only looking at the CAO position. Perhaps in the future it would be used for other position. Paul Przybyla felt the form as presented would make it easier for the three selectmen to rate the CAO job performance. He also felt that there is a need for a narrative for each item. PP also that AD form could be used and the findings transferred over to the present evaluation form. AD said his format as presented has not been approved by the Selectmen and his plan was to present it at Monday night's meeting. BC asked if there would be more back in forth on this before it was set for the final use. Her concern was that while the Selectmen were working on the form it would push off CAO evaluation process and it would not be completed in a timely manner. She pointed out that it stated on the AD form, he was to be evaluated from July through December 2012. RM said that the Selectmen would first have to approve the new format before it could be used. PP mentioned there is the potential that AD system can be abused. In his opinion a generic form keeps the evaluation process fair across the board. PP repeated BC question if the format would be used for all dept. heads or just the CAO. RM said that it would be the COA job to refine the form to be used for

other departments and until it was approved by the Selectmen all other employees would be evaluated with the present form. After more discussion BC moved that we accept AD format pending the following conditions:

- a. Approval by the Selectmen Board
 - b. It is to be used as a test
 - c. That the system be reviewed in six months
 - d. A final format will be presented to the Personnel Board
 - e. Until final approval, both forms will be used.
 - f. The Personnel Board will support our generic form for all the employees at this time.
4. Correspondence: Bill – Mass. Municipal Personnel Association bill for \$200.00. HH moved, HS seconded.
5. New Business: No new business.

The meeting adjourned at 8:30 am

Minutes respectfully submitted by Holly J. Haase.

Motion made by _____ to approve/disapprove minutes.

Seconded by _____.

Signed: _____, _____, _____,

_____, _____.