

Town of Upton Personnel Board

Meeting Minutes

Date: February 17, 2011
Time: 7:00 P.M.
Place: Fire Station E.O.C. Room

Present at the meeting were Personnel Board Chairperson Seema Kenney, John Sicurella, Jean Jette, Tom Giblin. Also in attendance was Blythe Robinson, Town Manager and guest, Richard Desjardins of the Board of Health.

The minutes of the January 19, 2011 meeting were accepted as written.

Richard Desjardins addressed the Board with respect to a review of the current job description for the Department Coordinator. Changes in duties/responsibilities were indicated on the current description. Board members will review.

Board members then directed their attention to a review of the proposed Articles for the Annual Town Meeting. Included in the discussion & review were the following:

- Classification & Compensation
- Access to Personnel Files / grant access to Department Coordinator to the Board of Selectmen.
- Terminations & Resignations / Change Personnel Board to Personnel Coordinator
- Family Leave Act / to delete the current policy & replace in its entirety
- Vacation Hour Accrual for 15+ years of service
- Longevity Bonus Payments / Need to demonstrate that we *have one*.
- Salary Review / Meritorious Review Added
- Holiday Benefit & Compensation / Need to adjust policy to address those that fall on an employee's normal day off
- Emergency Closing Policy / The Board of Selectmen will devise a plan on how to notify employees of same
- Grievance Policy / If the Board of Selectmen is implicated in the grievance, the ultimate decision will rest with the Personnel Board.
- Postings & Recruitments / As there is the desire to have a minimum number of candidates, the internal posting will be made *in conjunction with advertisements*.

With respect to the Class & Comp, as the article was passed over last year, it was unanimously agreed to propose a request of \$5500.00 per year for 4 years .

Blythe provided an update that the disability issue was still under discussion and would probably not be resolved until F.Y.13.

Tom will bring a draft of an electronics usage policy to the March 14th meeting. At Blythe's inquiry as to whether it would also include social networking, Tom agreed to include that in the policy.

Budget requests and recommendations for position wages were reviewed. The following change was accepted during the review process:

- COA Driver position was increased to an average of 30 hours per week in order to provide additional service to Seniors needing transportation to appointments. This should allow for afternoon appointments and is expected to have higher hours in the winter months, with fewer in the summer.

Approximately 75% of the position wages were approved for recommendation to the voters. Those to be researched and discussed at the next meeting include:

- Town Accountant
- Board of Health
- 5+ "above maximum" positions
- 2 lines for EMS
- 1 line for Fire Department

The format of the report to the Finance Committee was reviewed. It will include Department, Position, Average weekly hours, FY10 and FY11 approved amounts, FY12 calculated annual, FY12 Department Request, FY12 Personnel Board Recommendation, Notes and a column for the Finance Committee's Recommendation.

The meeting was adjourned at 10:10 P.M.

Our next meeting is scheduled for Monday, March 13th at 7:00 P.M. at the Fire Station.

Respectfully Submitted,

Diane Judd & Seema Kenney