

PERSONNEL BOARD

Minutes of Meeting

December 10, 2003

Board members present: Chairman Susan Abladian, James Parker, Jr., Mary Ellen Parker and Lynn Watts. Also present: Susan Bush

7:05 p.m.: **SUSAN BUSH – ADMINISTRATIVE ASSISTANT**

Ms. Bush requested educational aid for a Human Resource certification program that she has been pursuing at Assumption College. She is halfway done with the program and would like to continue to a bachelor degree after it is completed. Mrs. Watts said that the Bylaws only cover reimbursements, not promissory notes, which is noted on Ms. Bush's application. She said that technically, to be eligible for reimbursement, one of the items an employee must submit is proof of payment. Ms. Bush explained that she would be required to sign the promissory note and then upon completion of the course, the payment from the Town would be made directly to Assumption. The Board discussed the need to change the Bylaws for tuition reimbursement.

MOTION: Mrs. Watts moved to reimburse Susan Bush based on seeing the grades and itemized bill. Mr. Parker seconded and was so voted.

Mrs. Watts discussed that the Personnel Board always adjusts the number of people in the job classification section of the Bylaws. She felt that the Board needed to adjust the job classification plan to what really exists.

MOTION: Mrs. Watts moved that the Board prepare an article for the Warrant reflecting the numbers of people that will actually be in effect on July 1, 2004. The Board discussed. Mrs. Abladian suggested using "unfilled" for positions not funded rather than eliminating the unfilled positions. That way, if the department had money in their budget, they could fill the positions without going through the approval process again. Mr. Parker agreed that the unfilled positions be noted and at some point in time they can be eliminated. He suggested a handout at the ATM, rather than an article, with the unfilled positions noted in the entire schedule. Mrs. Abladian suggested revisiting the unfilled positions in two or three years. Motion failed.

MOTION: Mr. Parker moved that the Board vote for a Warrant article to amend the Salary Administration Plan for changes that the Board has already voted to put to Town Meeting. At the present time, the changes are: Under DPW, change the Town Engineer from S-24 to S-25; Under Selectmen/Coordinator, change the 2 part-time employees to 1 full-time (40 hours); and under MIS/GIS, change the Data Process Coordinator to Administrator, leaving the Data Process Coordinator position as unfilled. The Board would also need a blank article for Wage Adjustment, re-grade of employees, and to change tuition reimbursement wording. Mrs. Parker seconded and was so voted.

Mrs. Abladian said the Board would draft a memo to the department heads asking what positions they anticipate would be unfilled.

MOTION: Mr. Parker moved to release any leftover money encumbered prior to the Board's Finance Committee meeting or at the Board's January meeting. Mrs. Watts seconded and was so voted.

Evaluations

John Youngsma, DPW Maint. Crafts. W-3 Max

Steps Approved

Joseph Lawrence, MIS/GIS Admin.(change) Personal Rate \$17.55 to \$22.87

Jodi Ross, Assistant Town Coordinator S-20 Step 6 to S-20 Step 7

Janice Laptewicz, DPW Admin. Asst. N-10 Step 7 to N-10 Step Max

Approval to Take

Susan Bush, Assumption, 1 Course \$ 636.00

Leah Talbot, Nichols, 1 Course \$ 600.00

Approval to Pay

Robert Cable, Anna Maria, 1 Course \$ 528.00

Umass Memorial Group, Police evals. \$ 645.00

MMPA Benchmark Salary Survey \$ 30.00

NAGE Steps/Evaluations

Dorothy Hurley, Children's Librarian N-17 Step Max

Minutes Approved

October 8 and November 12 (Regular)

The Board adjourned at 8:00 p.m.

Respectfully submitted,

Approved:

Joanne Morris
Administrative Assistant

Susan Abladian, Chairman