

PERSONNEL BOARD
Meeting Minutes
December 3, 2014

Board Members Present: Anne Canfield, Chair, Sheila Bauer, Pat Flanagan, Becky Neville

Also present: Susan Bak, BoS Liaison, Selina Shaw, Town Administrator

The meeting was called to order at 7:00 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to discuss new minimum wage impact on affected per diem and intermittent positions, to determine changes to the Personnel Plan and to review job analysis and recommend grade level for proposed Police Lieutenant position.

1. A motion was made by Becky and seconded by Anne to approve the minutes of the November 19, 2014 meeting. The motion was voted and passed unanimously.
2. Susan reported that there has been further discussion with the BoS regarding employees' access to the Personnel Board. We discussed doing a "temperature check" of town personnel, either as part of the performance appraisal process or as an independent study. We agreed at a minimum to schedule outreach meetings with each department sometime after the New Year. We will develop a plan and agenda at our next meeting on Jan. 7. Tentative assignments for outreach:
DPW – Becky,
Town Hall – Anne and Sheila
Library – Anne and Pat
Call Firefighters, Part-time Dispatch, Special Police – Becky and Hugh
Susan offered to attend the meetings as BoS liaison.
3. Becky and Sheila presented their independent position evaluations for the proposed Police Lieutenant job. They used HRS' Municipal Position Classification and Rating Manual, a point factor method for determining a job's value based on analysis of job content. We reviewed in detail their individual evaluations of fourteen job factors and their salary grade recommendations. We concluded that this position should be assigned to grade 15 in the Classification and Compensation Plan under the Personnel Administration Plan. In addition, as an exempt position, there are no provisions for overtime pay, however outside detail work would be permitted.

Action Item: Anne will communicate the Board's findings to Chief Ryder and remind him of the Town's hiring policy.

Action Item: Selina will ask Sandy Stapczynski (HRS Consultant) to forward a job description for a non-union Police Lieutenant position to aid us in reviewing Chief Ryder's proposed job description.

4. Agenda items deferred to next meeting:

- MA Paid Sick Leave Law
- Vacation Policy

The next meeting is scheduled for Wednesday, January 7, 2015 at 7:00 am.

The meeting adjourned at 8:30 am.

Submitted by Pat Flanagan