

PERSONNEL BOARD
Meeting Minutes
June 16, 2016

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

Also present: Ruth Anderson, Town Assessor, 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 continue discussion about holiday pay and to come up with a solution that addresses how to report Monday holiday time for those exempt employees who normally work an eleven hour day on Mondays.

1. A motion was made by Becky and seconded by Sheila to approve the minutes of the June 8, 2016 meeting. The motion was voted and passed unanimously.
2. Susan reported that she will continue as BoS liaison to the Personnel Board for the 2016-2017 term.
3. Ruth presented a memo that referenced sections of the Personnel Administration Plan that are worded to exclude exempt employees in both its definitions and hours of work and overtime. We continued discussion of her concern regarding how holiday time is reported and explored a variety of options to fix the problem. All agreed that the best solution would be that on a Monday holiday week, eight hours of holiday pay would be reported, Tuesday hours would extend to 7:00 pm, and half-time reporting on Friday would remain.

Action Item: Selina will communicate and manage the revised time-reporting schedule.

Action Item: At a future meeting, Personnel Board members will update the Personnel Administration Plan to clarify time-reporting requirements for exempt employees.

4. Susan reported that she will meet next week with an employee regarding a personnel issue.

Action Item: Selina will report back about electronic time-keeping apps.

5. We said farewell and thank you to Becky, who is completing her last term on the Personnel Board.

The next meeting is scheduled for Friday, July 8 at 7:30 am.

The meeting adjourned at 8:15 am.

Submitted by Pat Flanagan