

PERSONNEL BOARD
Meeting Minutes
July 8, 2016

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

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

The meeting was called to order at 7:30 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to hear the final 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 Anne and seconded by Sheila to approve the minutes of the June 16, 2016 meeting. The motion was voted and passed unanimously.
2. Anne reported that she is still trying to find a new Personnel Board member to replace Becky. Sheila said she will also pursue someone she knows who may fit.

Action Item: Anne will contact a possible candidate and let Sheila know whether she should make further inquiries.

3. Selina reported on the new schedule for those exempt employees who normally work an eleven-hour day on Mondays. For Monday holiday weeks, the eleven hour day will now be Wednesday. She also requested Town Counsel to offer revisions of Article III Section 2g and other sections of the Personnel Administration Plan that are worded to exclude exempt employees in both its definitions and hours of work and overtime.

Action Item: Selina will follow up with Town Counsel on Personnel Administration Plan draft revisions.

4. Selina reported that the Town's payroll vendor has a web-based time-keeping module, and that it will have a 30-day trial run starting July 28 for Town Hall employees. It will replace the current time card with automatic electronic log-ins to record work time. The cost is minimal.
5. Susan reported that she met with an employee regarding a personnel issue.
6. We will begin Employee Handbook review and revision at our next meeting.

Action Item: Selina will send the last revision of the Handbook to all for review.

The next meeting is scheduled for Tuesday, July 26, (back-up Wednesday, July 27).

The meeting adjourned at 8:30 am.

Submitted by
Pat Flanagan