Town of Shutesbury

Personnel Board Meeting

Thursday, November 18, 2010

**Members Present:** Margaret Manson, April Stein, Becky Torres, Ralph Armstrong, Kathy Carey, George Arvanitis.

**Recurring Business**

The minutes of the October 21, 2010 meeting was approved with the correction of the approval of the September minutes and the brief discussion about Margaret stepping down as chairperson.

**Personnel Actions:** Fire Fighter Justin Richard has been appointed to the fire department. A motion was made and approved unanimously to appoint Justin Richard as a firefighter. He has passed the preliminary training.

**P.B. Tasks:** The document for personnel board tasks was submitted by Becky and reviewed by the committee. The document clarifies responsibilities of the board members. Motion was made to approve the document. The board unanimously approved.

**Old Business**

**Job Descriptions**: Three Year Review FY11

Job Descriptions distributed to department heads this month for Equipment Operator, Collector, Treasurer, Chief of Police and Tree Warden.

Both Chief of Police and Town Treasurer have responded. Chief Harding is recommending no changes. The board will review the job description and discuss for next meeting.

Margaret will email the Treasurer’s job description to board members to be reviewed prior to December’s meeting. A discussion evolved around qualifications for Treasurer:

* Bachelors Degree required; preferably in Accounting, Finance, or Public Administration.
* Bullet #2: Two to three years of relevant experience.

Margaret will revise and email the job description for discussion at the next meeting.

**Performance Review Forms**: Goal Setting/ Self Evaluation-Review Goal Setting Form.

The use the Employee Self Review form has been piloted by Becky. Included on the form will be the definition of Goals and Goal setting instructions as an introductory to the form. Becky will reformat the document and work with the managers to complete their goals by the end of December.

**Handbook/Personnel Policy:** Becky would like to have a final review of the recommended changes for the handbook policy to be updated and reprinted.

**Emergency Sick Leave:** The emergency sick bank leave was defined as; “A gift of time that you give and donate to the bank”. There is no ownership to the employees and it exists because of the supportive spirit of the employees. When the bank goes to zero, the bank no longer exists and it would need to be reestablished by new donations of sick time from employees. Changes were reviewed and the board moved to approve the revised emergency sick bank leave. Approved unanimously.

**Department/Professionals Meeting:** Review sick bank, evaluations and goal setting, leave & hiring practices and flex time; **Thursday, December 2.**

**New Business:**

**Personnel Board Officers FY 11:** Margaret is unable to chair the personnel board for the upcoming year.

Appointed April Stein to be the chairperson and George Arvanitis to be secretary. A motion made and unanimously approved.

**Agenda Items for Future Meetings:**

* Employee complaints/grievances: Review of procedures
* Overtime procedures/costs
* Process/role of PB, SB, Fin.Com regarding employee issues
* Salary, grievances, etc.
* MMPA Web-Based Compensation System Training
* Employee Dismissal: Policy and Procedures – Spring Workshop

**Next** **meeting:** December 16

2010-2011 Meeting dates: 3rd Thursday, 7:15

Dec. 16 Mar 17

Jan 20 April 21

Feb 17 May 19

 June 16

Meeting Adjourned: 9:08