Town of Shutesbury

Personnel Board Minutes

September 16, 2010

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

 Meeting opened 7:27 p.m.

**Recurring Business**:

Minutes of May 20, 2010 approved.

Minutes of August 19 approved with edits.

No Personnel Actions

Old Business: Approved the Cemetery groundskeeper job description. We are now up to date with our job descriptions. Margaret will create a grid that will clearly explain the rotations.

**Handbook/Personnel Policy** – Becky & Ralph

 **Grievance Procedures: Section B**

 The PB recommended the elimination of Step 3 which calls for the PB to investigate the grievance in an attempt to resolve the issue between the parties. Following Step 2, the employee, if not satisfied with the TA’s decision/resolution, can request a review by the Selectboard (current language in Step 4).

**Emergency Sick Bank** - The PB discussed the current language and made the following recommendations to clarify the procedures. These include:

* Benefited employees may join.
* To join you must contribute your hours.
* To access the benefits only individuals who donated their hours can participate.
* Participation must be in good standing.
* Drop the 30 days after the 6 month probationary period.

In addition, the following revisions to existing language were recommended:

* First bullet; initially, all employees: Specify filling out the emergency bank application.
* Last bullet: if they have sufficient hours available.

Becky will work on language for the procedures and establish a procedure that allows for greater monitoring of the emergency sick bank.

**New Business**

Employees Evaluation Training: Margaret will help Becky

Margaret will work with Marianne Antionelles on the library job descriptions.

Adjourned 8:40 p.m.

Minutes prepared and recorded by Kathy Carey

**2010 Meeting dates: 3rd Thursday, 7:15**

October 18 March 17

November 18 April 21

December 16 May 19

Jan 20 June 16

Feb 17