

**Town of Shutesbury
Personnel Board
August 18, 2011**

Meeting Opened: 7:28

Present: April Stein, Ralph Armstrong, Becky Torres, Kathy Carey & George Arvanitis

Recurring Business:

1. Approve minutes of July 21, 2011 as amended
2. Personnel Actions:
 - Police Chief 2012 contract not signed, but PAF was signed.
 - Police union contract has been signed
3. Personnel Board Task:
 - Signed PAF for Police Officer Donald Robinson
 - Signed PAF for Police Officer Michael Gelinias
 - Signed PAF for Police Officer Mark Schlosser
 - Signed PAF for Police Sergeant Justin Wall

Old Business:

1. Report from board members on updates in Personnel Policy Handbook from FY 2008 to 2011:
 - Becky: FY 2008:
 - a. New Employee Orientation check list
 - b. Updated Wages and Salary Plan w\ new wages
 - Kathy: FY 2009: No changes
 - April: FY 2010:
 - a. Grievance procedures (sections) were modified to pull Personnel Board out of the process.
 - b. Updated the language regarding the Sick Bank policy to be clearer.
 - c. Section B – Compensation: Employees hired after March 15th need approval of the department head pending successful completion of the review period to be eligible for a step increase in the next fiscal year. Personnel Board eliminated the requirement that this would be pending successful completion of the review period. PB will review in a future meeting.
 - d. Modified the Orientation Check list to define responsibilities.
 - George: FY 2011:
 - a. Modified the Longevity Bonus to extend it for every five years after 25 years through 50 years of service. Thirty (30) year bonus will be \$1,750 and increase by \$250 every five years up to \$2,750 for 50 years of service. George will request FinCom feedback.

2. Feedback from employees on the “Employee Self Evaluation” form – No information at this time
3. Discovered that we don’t need the approval of the State Attorney General’s office for the change in the health insurance provision in the Personnel By-Law as approved by May 2011 Town Meeting.

New Business:

1. Consolidating changes in Personnel Policy Handbook for distribution to employees.
2. The police union contract will be renegotiated in 2012. The Personnel Board will investigate process for negotiating a police union contract. Review financial aspects of other towns’ contracts and compare police contract to other union contracts in town.
3. Becky will update the Orientation in the PB handbook.
4. Becky will replace the 2009, 2010, 2011 and 2012 Wage & Salary Plan in the PB Handbook.
5. PB will update the master handbook with approved changes and distribute the new pages to all department heads and manage.
6. Review the Sick Bank policy to define eligibility to participate and conditions to draw from the Sick Bank. Prolonged life threatening illness.
7. Review the work schedule policy and define the work week to be in a configuration resulting in 40 hours worked.

Next meeting: Thursday, September 15, 2011

Adjourned: 9:08