

**Town of Shutesbury
Personnel Board
July 21, 2011**

Meeting Opened: 7:28

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

Recurring Business:

Approved minutes of June 30, 2011 as amended

Personnel Tasks:

Completion of PAFs: Copies are currently with the Finance staff and not yet distributed in the employees' packets for distributed to staff.

Old Business:

- Reviewed Employee Grievance Procedure in Personnel Policies Handbook:
 1. Change to Step Two: change section regarding present grievance to Personnel Board. This was changed to "present grievance in writing to the Selectboard".
 2. Step 3: Eliminated this step
 3. Step 4 becomes step 3. Changed to start with: "The Selectboard will review the grievance according to the rules set forth by open meeting law".
 4. No other changes.
- Police chief agreed to job description as modified by the PB. Select Board will review for approval.
- Reviewed and approved the Employee Self Evaluations. The Town Administrator agreed to solicit feed back from employees during the process. The process is as follows:
 1. The employee fills out the form
 2. The supervisor completes the "Input from Supervisor" sections
 3. The supervisor and employee meet to discuss
 4. Signed copies get final approval from Chair of the Selectboard and are filed in the employee personnel files.

New Business:

- Plan to update bylaw and the personnel policy handbook:
 1. The members of the Personnel Board will review minutes back to 2008 to locate all personnel handbook changes approved.
 2. These findings will be discussed at the next meeting.
 3. Research was delegated as follows:
 - a. Becky FY 2008
 - b. Kathy FY 2009
 - c. April FY 2010
 - d. George FY 2011

- We need to follow-up with the Town Clerk regarding receiving approval from the State Attorney General's office for the change in the health insurance provision in the Personnel By-Law.

Next meeting: Thursday, August 18, 2011

Adjourned: 9:13