**Town of Shutesbury**

**Personnel Board Meeting**

**Thursday, July 22, 2010**

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

Meeting opened at 7:25 p.m.

**Recurring Business:**

Minutes: June 17, 2010, unanimously approved.

Minutes: May 20, 2010, held for August meeting.

Personnel Actions:

Daniel Sargeant, Highway Department, summer help

The PB reviewed the hiring process for the summer help position for the highway department and determined that because the position was opened, applications solicited and applicants screened, the established hiring process was followed. However, the PB recommends that the Highway Superintendent review current statues on nepotism with the state ethics committee due to the fact that the new hire is a family member.

It was further recommended that whenever there is a potential conflict the supervisor should work with the Town Administrator and the Selectboard prior to recommending a new hire to ensure that all employment as well as ethical guidelines are followed.

Becky will follow up with the Highway Superintendent and report to the PB in August. She will also put this issue on the agenda for a subsequent meeting will all supervisors/department heads.

The Job Description matrix was updated and distributed.

Personnel Board Tasks: Ralph will continue working on the matrix of PB responsibilities and report back in August.

**Old Business:**

**Cemetery Groundskeeper**: The Cemetery Groundskeeper job description was discussed relative to repairs of gravestones. The job description was revised to clarify that the groundskeeper needs to notify the cemetery commission when repairs need to be made because the groundskeeper cannot authorize the spending of money.

Who coordinates the actual repairs needs to be further clarified. Becky will contact the cemetery groundskeeper and report back in August.

**Performance Review:** The Employee Self Review draft was revised to make the evaluation form more goal oriented for the employee. Becky explained the rationale for changes to the employee self review. After lengthy discussion, the PB decided to review the existing form and the revised form to better understand recommended revisions.

Margaret suggested a smaller study group meet for this purpose. George agreed to do this and will work with Becky and Elaine Puleo to integrate the forms and will bring back a copy for the next meeting. George also suggested including goals in the evaluation format.

**Handbook Policy Reviews:** The committee reviewed Employee Compensation wording in the handbook. The committee agreed to eliminate the March 15 deadline. Pg. 6 in handbook. Change to: *or after March 15 with approval of the department head.* Also, strike out; *pending successful completion of the review period.* The language revision allows for employees hired March 15 to get a salary increase with the approval of their supervisor and the Selectboard.

**Hours of Work / flex time:** Although the flex time provision only applies to a small number of town employees, the PB recommended keeping this language as currently written. Pg. 11 handbook.

**Employee Orientation Checklist –** The PB discussed the orientation process for new town employees and the use of the orientation checklist as it is currently written. The treasurer typically has an orientation meeting with a new employee and reviews the checklist. Becky handles the PAF’s. The employee packet is given to the new employee by the Town Clerk. George recommended the treasurer and the PB forms be aligned so that a record is kept of all information given as part of the orientation process.

The PB recommended that the checklist be revised to reflect what is currently being done as well as ensure that all legal requirements are met (e.g. Sexual Harassment Policies, Drug polices where applicable, open meeting law information, safely regulations where applicable, etc.) Becky will continue to work on this.

Other personnel issues discussed included updating the Personnel Handbook and a recommendation that official personnel files will be kept locked in the Town Administrators office.

Margaret recommended an August meeting to continue working on updating the Handbook/Personnel Policy. The PB agreed to meet on August 19, 7:15 PM.

Meeting adjourned 9:10.

Minutes recorded and prepared by Kathy Carey