**Town of Shutesbury**

**Personnel Board Meeting Minutes**

**Thursday Oct. 21, 2010**

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

Meeting opened 7:20 p.m.

**Recurring Business:**

* PAF (personnel action form) approved for firefighter, Michael Reske.
* Becky will reorganize the personnel boards’ task sheet grid of areas of responsibility for our next meeting.

**Old Business:**

**Job Descriptions and Ratings:**

We looked over the list of job descriptions due to be reviewed in 2011. Margaret will distribute them for employee review.

**Performance Review Forms:** Becky is planning a November Department head/Professionals meeting to to review the new self evaluation process. The first step is to establish goals in coordination with respective boards. The goals form will be a separate document and will include long and short-term goals. The self evaluation form developed over the last several months will be used 6 months after goals are set the first year and annually after that.

**Handbook Review:** Becky will bring the revised recommendations back the board.

**Emergency Sick Bank**: Becky will make changes to reflect our discussion and to clarify the emergency sick bank policies.

**Procedures**: Town Administrator will oversee the operation of the bank.

* + The limited enrollment period was expanded so employees can choose to join at any time during the year by contributing.
	+ Almost all employees currently belong to the sick bank
	+ Eliminate the criteria “intention of returning to work”
	+ The supervisor is first one to receive the written request
	+ Supervisor talks to Town Administrator
	+ If Town Administrator determines criteria met for the use of the sick bank Town Administrator notifies the Town Treasurer
	+ A town employee, not a volunteer, needs to be the decision maker regarding what qualifies as an extended life threatening illness.
	+ The group will look around at other sick bank programs for the next meeting. The personnel board needs to review policies and procedures periodically.
	+ Contributions are made as needed to maintain 320 hours. New employees may exceed the minimum hours.

**Employee Evaluation Training**: December 2, 2pm, Dept. Head/Professionals Meeting

Next meeting: Nov. 18

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

November 18 March 17

December 16 April 21

Jan 20 May 19

Feb 17 June 16

Meeting adjourned: 9:10 pm