

**Town of Shutesbury
Personnel Board
June 30, 2011**

Meeting opened at 7:25 p.m.

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

Recurring Business:

1. Approved minutes of May 19 as amended.
2. Personnel Actions: Chairperson signed Personnel Action Forms for most employees for the new fiscal year. Police officers' not signed as their contract is still in negotiations.
3. Personnel Board Tasks:
 - Becky distributed the FY 2012 Salary List
 - Noted that the Accountant and Treasurer will receive longevity bonuses in 2012
 - The Collector questioned why there is no Longevity Bonus for thirty years of service. Current policy specifies the bonus payments for every five years up to 25 years of service. The board voted to extend the bonus every five years through 50 years of service and to increase each bonus for each five year increment after 25 years, by \$250. The thirty year bonus is \$1,750 and the maximum bonus is \$2,750 at 50 years. Final approval is pending Finance Committee and Selectboard approval.
 - Reviewed the Wage and Salary Plan and approved the schedule as amended: modified to identify each 1.5% increase as a step.

Old Business:

1. Employee complaints: Becky will locate current policy for the next meeting:
 - The board will determine the intent of the changes we want to make.
 - Rewrite the changes for the grievance procedure.
 - Becky will bring computer with file on it.
2. Annual Salary Increase Procedures:
 - Personnel Board has an advisory role and maintains the wage and salary plan (salary steps) and signs the Personnel Action Forms.
 - Finance Committee provides funding perspective.
 - Select board approves increase for the budget.
 - Voters approve the funding at town meeting.
3. Library Director Job Description – Trustees approved updated job description.
4. Police Chief Job Description – Chief is reviewing, we will request from him for final approval.

New Business:

1. The board needs to review the Employee Performance Review forms to approve the final form.
2. The board needs to review the Employee Goals form and process.

Next meeting: Thursday, July 21, 2011

Adjourned: 9:03 p.m.

Minutes prepared by George Arvanitis