

**Minutes, Personnel board Meeting
First Floor Meeting Room
Town Hall
December 15, 2008**

Present: Flo Stern, Tony Butterfield, Jacquelyn Smith Crooks, Patrick Brock, Patricia Holland, Kay Zlogar, Larry Shaffer, and Eunice Torres

Guest: Diana Stein, Select Board Member

The minutes were reviewed and approved.

There was a lengthy discussion regarding the Employee Personnel Procedures Manual, and the Grievance Process. There was clarification as to the involvement of the Personnel Board in the grievance process.

It was clarified that the Select Board has no role in the business of the Personnel Board, and it is the responsibility of the Personnel Board to participate in the update of the Personnel Procedures Manual.

The Personnel Procedures Manual will be made available on line. The policies will be updated and sent electronically to all employees. It was suggested that other municipalities be contacted regarding their grievance procedures.

The minutes and the agenda will be posted on the web in advance of the meeting.

Respectfully submitted,

Eunice Torres