

Personnel Board Meeting Minutes

June 15, 2010

Present: Tony Butterfield, Patrick Brock, Jacquelyn Smith- Crooks, Patricia Holland
Others Present: Larry Shaffer, Diana Stein and Kay Zlogar

Ms. Stern and Ms. Torres were not present.

Minutes

The minutes of the May 11, 2010 meeting were approved as amended. Mr. Brock asked why the minutes and agendas of the Personnel Board hadn't been posted on the website since September of 2009. Mr. Shaffer indicated he would check into the matter.

Procedures Manual

Mr. Butterfield asked if the Town Manager had any new changes or recommendations; Mr. Shaffer indicated he was considering some proposals because as the Board knew, the non union employees were receiving no cost of living adjustment next year.

Ms. Zlogar distributed the updated first six pages of the manual that had been discussed at the last meeting. Discussion took place as to whether individual Board members should review sections on their own and bring back to the full Board after they have worked on the changes with Ms. Zlogar. Once the Board member and Ms. Zlogar have completed the review, it will be sent to the full Board in preparation for discussion at the next meeting. Mr. Butterfield will ask Ms. Stern to review a section. All members will review the Benefits, Leaves and Eligibility section in addition to reviewing the following sections:

- Ms. Stern – Equal Opportunity through Probationary Period
- Ms. Holland – Disciplinary Actions through Grievance Procedures
- Ms. Smith-Crooks – Employee Conduct through Sexual Harassment
- Mr. Butterfield – Layoffs through Classification Plan
- Mr. Brock – Compensation Plan and Retirement System (Benefits section)

Next Meeting

The Board is scheduled to meet on:

Friday, July 23rd at 9:00 a.m. and Friday, August 27th at 9:00 a.m.

The meeting was adjourned at 10:40a.m.

Respectfully submitted by,

Kay Zlogar