

**Personnel Board Meeting**  
**March 22, 2010**  
**Bangs Community Center**

Present: Tony Butterfield, Patricia Holland, Patrick Brock, Jacquelyn Crooks-Smith-, Kay Zlogar, and Eunice Torres

Absent Larry Shaffer, Town Manager, Flo Stern, Board Chair

In the absence of the Chair, Flo Stern, Tony Butterfield chaired the meeting.

The minutes were accepted and approved.

The only item on the agenda for discussion was the Personnel Procedures manual.

It was mentioned that there had been a discussion regarding comp time, longevity in relation to Level O and overtime. Ms Zlogar reported that only one person was affected and penalized.

Changes for discussion will be sick leave buy back, and sexual harassment.

Changes were made in the manual up to page 16: Employee conduct. The open meeting law will also be discussed.

Ms Zlogar will add the dates of the last time she worked on the manual.

There was a short discussion regarding resignations and exit interviews. Ms Torres indicated that as soon as a resignation is submitted the employee would be contacted and invited for an exit interview.

It was also stated that policemen were part of the union, and therefore, the personnel board are not obligated to conduct exit interview with the police.

It was stated that Mr. Shaffer the Town Manager has a voice in reference to educational reform But the School Committee is the bargaining agent for the schools and negotiates with the unions.

The personnel board is responsible for creating the pay scale for the non-union employees.

The next meeting was scheduled for April 5, 2010 at 11:00 in the 1<sup>st</sup> floor meeting room, Town Hall

Meeting adjourned at 12:05 p.m.

Respectfully Submitted,

Eunice Torres