

Personnel Board Meeting Minutes
April 17, 2013
First Floor Meeting Room, 9am

The meeting was convened on Wednesday, April 17, 2013 at 9am

Present: Flo Stern, Charles Scherpa, Chris Hoffmann, Ron Bell and Tony Butterfield
Others: Diana Stein, Select Board Liaison, Deborah Radway, Director of Human Resources & Human Rights, Kay Zlogar, Trust Administrator and John P. Musante, Town Manager

Personnel Board Chair Ms. Stern opened the meeting with a review of the agenda. There were no changes.

OLD BUSINESS:

Minutes

The Minutes of the March 20, 2013 meeting were reviewed and unanimously accepted.

New Business:

The Board reviewed the March 20, 2013 meeting with town non-union staff.

- There was consensus that the time of the meeting worked better and that the meeting in general was positive.
- The Historical COLA chart for town employee groups was reviewed again. Kay Zlogar explained that the biggest discrepancies have been since 2008; in 2008 employees received a flat dollar amount added to the base of \$1278, which results in a higher COLA for employees at lower levels and lower COLA for employees at higher levels; 2009 employees in levels F-K received 3.5% and Levels L-P received 2%; and in 2010 non-union employees did not receive a COLA at all.
- There were also discrepancies back in 92-93. It was pointed out that charts can be made to look however you want them to in order to make your point. Mr. Butterfield stated that the issue here is complicated.
- Mr. Musante indicated that because it is complicated is exactly why we want to embrace this compensation study—what are the jobs and are we compensating fairly. The question isn't "how come we are so far behind?", because we do not know that we are.
- Ms. Stein inquired if we are including job description reviews with the study. We will when needed, there are many job descriptions that are current. The department heads will be important partners in that determination.
- Employee Discounts- question of what staff has developed for staff discounts at area businesses and town facilities. There is a discount to Cherry Hill golf course on the town intranet. There have been discussions about swimming discounts at town pools, but more research needs to be done. Mr. Butterfield reminded the Board that the question of employee discounts first came up several years ago when it was thought we could offer some discounts in lieu of the COLA.
- Board discussed the suggestion to hold non-union employee meetings 2 or 3 times/year; with or without the Town Manager present. Ms. Stern said she had heard from several people another meeting would be good.

- Mr. Scherpa stated he was the employee representative and no one has contacted him since the meeting to suggest another one. Mr. Butterfield stated he wanted to hear from people if they have concerns, but isn't sure more PB meetings with the entire group is the mechanism for accomplishing that. Mr. Hoffman agreed.
- Ms. Stein suggested that Ms. Stern draft a summary communication from the Personnel Board to the non-union staff and bring it to the May meeting for review.

The Human Resources Director announced that there were no new hires and one exit (retirement) during the month of March, 2013.

The 2013 Policy Against Sexual Harassment and Unlawful Harassment was reviewed and all members acknowledged receipt of the policy.

Deborah Radway
Note taker