

Personnel Board Meeting Minutes

October 15, 2014
Town Room, Town Hall

The meeting was convened on Wednesday, October 15, 2014 at 9:00am

Present: Tony Butterfield, Chris Hoffmann, Rebecca Woodland and Ron Bell.

Others: Deborah Radway, Director of Human Resources, Kay Zlogar, Trust Administrator, Connie Krueger, Select Board Liaison, Nancy Dubin, Jim Oldham, Leslie Maitland, Molly Turner, Deborah Levenson and number of unidentified guests.

Agenda Review/Additions - none

Old Business:

- Minutes of September 17, 2014 meeting were reviewed and approved unanimously.

New Business:

1. Ad-Hoc Committee on Benefits for Part Time Library Employees:

The Chair presented an update from the Ad-Hoc subcommittee (Butterfield, Woodland) created at the September meeting to examine a request from Nancy Dubin to provide the same time off benefits to part time Library circulation desk employees as those afforded to benefited staff working more than 20 hours/week. The subcommittee reviewed a statement submitted by Ms. Dubin and documents prepared by Ms. Radway and concluded that the issues are of primary concern to the Library Director and to the Library Trustees. After reading Ms. Dubin's statement, The Subcommittee feels that the issue needs to be referred to the Trustees for further consideration and that if the trustees want to request action from the Personnel Board, such a request should come from them and not from employees.

Mr. Hoffman, member representing the Library Trustees concurred and identified 2 sets of issues- 1) Jones Library hiring practices and 2) benefits for part time employees working less than 20 hours per week, or benefits for only a subset of employees working less than 20 hours per week. The hiring practice of hiring multiple part time non benefited staff to supplement the full time staff is solely under the purview of the Library and needs to be examined by the Library's PPP Committee. The Town's policy of providing benefits only to those employees working year round 20 hours per week or more is a Personnel Board/Select Board and Town Meeting decision. Mr. Hoffman said it makes sense to refer the issue back to the Library as it makes the decision about how many staff it needs and what kinds of hours they need to work.

Ms. Dubin expressed frustration at the "runaround", and confusion over who is responsible for what. Mr. Oldham stated the Personnel Board is refusing to deal with the issue.

Mr. Hoffman replied that the "issue" is a moving target and there are different Boards charged with administering different aspects, and it is not imprudent for the Personnel Board to say to the Library Trustees, "Before we act, what do you think?"

Mr. Butterfield admitted that the process is complicated and he regrets if people felt misled by his efforts to examine the issues in an expedient manner.

Ms. Dubin referenced the document establishing the relationship between the Town and Library as a guide to be used and encouraged the Board to deal with benefits and wages issue quickly for the FY 15 budget.

- #### **2. Personnel Procedures Manual update-** All 4 members of the Personnel Board wanting to review the Procedures Manual have done so and it was turned over to staff for compilation of recommended

changes and the establishment of a review process with non-union staff. A goal was created for end of the fiscal year to accomplish this task.

3. Part Time Salary Schedule- The Board determined that it would conduct a final review of and vote on the proposed revision to the hourly part time salary schedule for FY 16-18 at its November meeting.
4. New Hires and Exits Report- There was one exit (job closer to home) and three new hires (2 replacement Fire Fighters and one replacement Electrical Inspector) in the previous month.

There being no other business, the meeting was adjourned at 10:20am

Deborah Radway and Kay Zlogar
Note takers