

Town of



Amherst Massachusetts

PERSONNEL BOARD

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**Meeting Minutes
Town of Amherst Personnel Board 9 am September 20, 2017
First Floor Meeting Room, Town Hall**

Present: Tony Butterfield, Catharine Porter, Chris Hoffmann, Rebecca Woodland, Charles Scherpa.

Others: Town Manager Paul Bockelman, Deborah Radway, Joanne Misiasek, PPM review team members, Nate Malloy, Stephanie Ciccarello, Theresa Fleurent (late arrival)

Agenda

- Agenda Review/Additions –None.

Old Business:

- Review and approve minutes of August 2017 meeting, vote 5-0 in favor.

New Business:

- Nomination and selection of Chair and Vice Chair- Tony Butterfield elected as Chair, Catharine Porter elected as Vice Chair, both voted unanimously
- Review of Conflict of Interest training requirements
- Review of legal authority of Personnel Board and Select Board and Town Manager with regards to changes to Personnel Procedures-In general, Personnel Board approves procedures, policies are generally created by Town Manager, wage adjustments are voted by Select Board. Past practice is that Personnel Board brings procedures changes to Select Board for review and concurrence.
- Board commenced review of staff proposed changes to Personnel Procedures Manual.-
Observations
 - Specify calendar vs working days
 - Define CORI
 - No definition of suspension
 - Definition of Immediate Family is very broad
 - Work to remove he/she
 - Move policies to Appendix
 - Favor Removal of definition and reference to Probationary period- *what is it, really?* and relocate included language to appropriate sections (vacation, performance review, termination) but legal review will be important
 - Do we need a better definition of At-Will
 - Refer Smoking section to Public Health Director for comment (combustibles?)
 - Job postings- rework language, encourage promotion, but it is not an entitlement, it is at the discretion of the department head.

- Performance review and professional development- Rebecca's proposed language to be worked in, Supervisors need assistance in delivering reviews, important that a review should be an ongoing dialogue not an interview
- Remove first come first served language on access to educational assistance money
- Check FLSA implications of Flex Schedule language—Town encourages employees to eat lunch
- Select Board approved for increase in shift differential is required- a wage item.
- To advance the process, Board seeks a second meeting to review scheduled before next regular meeting. Deb to poll Board and Town Manager and schedule. Then to legal and employees for comment.
- New Hires and Exits Report-Joanne Misiaszek - there were two long time employee retirements and the hiring of a new position- Procurement Officer.

- Next Regular Meeting Scheduled:, October 18, November 15, December 20

There being no other business, the meeting was adjourned at 10:15 am.

Deborah Radway

Notetaker