

Town of



Amherst Massachusetts

PERSONNEL BOARD

C/O Human Resources & Human Rights
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Meeting Minutes

Town of Amherst Personnel Board November 15, 2017 Town Room, Town Hall

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

Others: Town Manager Paul Bockelman, Deborah Radway, Joanne Misiaszek, PPM review team members, Linda Wentworth, Theresa Fleurent, Brianna Sunryd

Old Business:

- September 20, 2017 minutes approved as presented
- October 3, 2017 minutes approved as presented
- Agenda Review/Additions –None.

New Business:

- T. Butterfield –Town Counsel has completed review of document; made suggested changes to Parental Leave section, other wordsmithing, and noted ambiguity of language regarding the manual as an employment contract or as a policy guide. Tony, Rebecca and Catharine expressed their willingness to accept that ambiguity as in the best interest of all. Review Team agreed. Mr. Scherpa believes we should either provide just cause throughout or not at all.
- Committee reviewed Town Counsel changes as recommended and made adjustments to the draft procedures manual. Reviewed in detail by Personnel Board.
- Personnel Board asked if a brief survey could be sent to non-union staff, asking simple questions- is this an overall improvement; did we miss anything. Anything you didn't understand? Brianna agreed to work on it.
- The Board Chair will draft a cover letter to be sent with the link to the draft manual.
- Personnel Board set an employee meeting for Wednesday, December 13 at 10am, with a Board meeting to follow at 11am. No meeting on December 20.
- Goal to approve and present new document to Select Board in January 2018.
- Staffing Report presented by Joanne Misiaszek- 3 exits (2 resignations; 1 retirement and 3 new hires)
- Next meetings January 17, February 21, March 21

There being no other business, the meeting was adjourned at 10:05 am.

Deborah Radway

Notetaker