

Town of



Amherst Massachusetts

PERSONNEL BOARD

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**Meeting Minutes
Personnel Board December 13, 2017 Town Room, Town Hall**

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

Others: Select Board liaison Connie Kruger, Town Manager Paul Bockelman, Deborah Radway, Joanne Misiaszek, PPM review team members, Linda Wentworth, Theresa Fleurent, Brianna Sunryd, Stephanie Ciccarello, Jen LaFountain.

Old Business:

- Minutes of November 2017 minutes approved as presented
- Agenda Review/Additions –None.

New Business:

- Review of final draft of Personnel Procedures Manual-following 9am open meeting with non-union staff.
 - Need to remove from draft and take a fresh look at Substance Free Workplace Policy.
 - Review and discussion of draft language on animals in the workplace-members reconfirmed their comfort with proposed language.
 - Review of proposed language allowing employees to use sick leave when they believe it is too hazardous to attempt to travel to work during weather events or emergencies, and the town is open for business. Mr. Ziomek had reported at 9am meeting that department heads unanimously requested that sick leave not be able to be charged. Charlie expressed that he had thought this was just time that could be charged when Town Hall was closed due to inclement weather.
- T. Butterfield –made motion to remove the word “sick” from types of leave time that may be charged when an employee believe it is too hazardous to attempt to travel to work during weather events or emergencies, and the town is open for business. PB Voted 4-1 (Hoffmann opposed) in favor.
- Survey will be sent out again to capture any post meeting sentiment.
- Schedule: Next meeting on January 17 to vote on revised Personnel Procedures Manual. Following that Tony and Deb will prepare a brief memo to take to the Selectboard. Select Board needs to approve any monetary changes. Connie to place on agenda schedule.
- Catharine Porter absent for month of January, 2018.

11:45am Meeting adjourned.

Deborah Radway
Notetaker