

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, August 30, 2012

Members Present: Paullette Leukhardt (select board liaison); Beverly Chow, Priscilla Phelps, Dave DeHerdt, Chair

Absent: Ricki Carroll (finance committee liaison)

The meeting was called to order at approximately 6:35 PM.

It was announced that the meeting was being recorded.

1. Approval of Minutes.

- a. The open meeting minutes of August 9, 2012, were presented for acceptance. Motion was made and seconded for acceptance with corrections. The vote was 3 in favor of accepting the minutes as written with Priscilla abstaining.
- b. The open meeting minutes of August 23, 2012, were presented for acceptance. Motion was made and seconded for acceptance with corrections. The vote was 3 in favor of accepting the minutes as written with Dave abstaining.

2. Time Sheet

The Board revisited the proposed time sheet. Priscilla presented some examples of time sheets used in other towns. It was discussed and agreed that a “time in” and “time out” column should be added to the proposed time sheet in order to track “when” people are working. Dave suggested that Select Board should decide if this information is of the type they want to track. It was moved and seconded that Dave make the changes to the proposed time sheet, then present the modified time sheet to this Board for review and that Paullette will present to proposed time sheet to the Select Board at their next meeting. Vote was unanimously in favor.

3. Employee Performance Evaluation Form:

Priscilla asked if all employees have written job descriptions. Dave informed the Board that when he was rewriting the Town Clerk and Executive Administrator descriptions he determined that there were in fact written job descriptions for all town positions. The Board then briefly discussed who would do certain evaluations and whether any evaluation(s) of an employee /employees needed to occur at an open meeting.

4. Personnel Policies and Procedure Manual: The board then discussed proposed changes and additions to sections of the existing personnel policies and procedure manual. Beverly informed the Board that there exists no emergency evacuation policy for town hall. It was suggested that developing such a policy was not within the purview of this Board and that the issue should be presented to the Select Board. It was also noted that the present manual does not contain a definition of exempt vs. non-exempt employees. Finally there was discussion regarding the written policies concerning handling of personnel files.
5. Future Meetings: It was agreed that the board would next meet on September 13, 2012.

There being no other business before the board, motion was made and seconded that the meeting be adjourned. The vote was unanimously in favor.

The meeting was adjourned at approximately 8:46 PM.

Submitted by,

Dave DeHerdt