

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Done 12/14/12

Approval
4-0-1

(Dave Abshir)

Thursday, December 5th, 2012

Members Present: Ricki Carroll (Finance Committee Liaison); Paullette Leukhardt (Select Board Liaison); Beverly Chow and Priscilla Phelps. **Absent:** Dave DeHerdt

Paullette was voted Chair and Ricki secretary.

Paullette called the meeting to order at 6:38 PM.

The meeting was not recorded.

1. Approval of Minutes: Ricki Presented the open minutes of November 29th, 2012, for acceptance. Ricki moved and Priscilla seconded that the minutes be accepted as written. The motion passed three (3) in favor, zero (0) against, one (1) abstention (Paullette abstained).

2. Employee Evaluation Form: The Board reviewed the form Priscilla brought in which she had revised with changes talked about in the previous meeting. Ricki discussed using the current form with 7 of her employees at work and explained the ease in which employees accepted the format and the benefits of being clear and concise. Discussion took place on how to add Priscilla's descriptions to the current form and Ricki agreed to make the changes for the next meeting. It was agreed that a sample filled out form would be drafted for each department based on their specific needs and included in the employee handbook. The Board discussed what time of year would be appropriate for reviews and thought it might be best to have them prior to the budget season.

3. Personnel Policies and Procedure Manual: It was noted that good hygiene and appropriate dress be mentioned in the manual.

4. Future Meetings: The Board agreed it would meet on Thursday December 13th, 2012 taking a recess to attend the Special Town Meeting.

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

Paullette adjourned the meeting at 8:15 PM

Document List: Sample of ^{our current} ~~rent~~ Employee Performance Review Form & Sample of Priscilla's changed Employee Review Form.

Submitted by,

Ricki Carroll