

Accepted: 4/11/2013

Voted: 4 - 0 - 0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, April 4, 2013

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

A quorum being present, Dave called the meeting to order at approximately 6:38 PM.

Dave announced ~~that~~ he was recording the meeting.

1. Approval of Minutes: Dave informed the Board no minutes were ready for acceptance.
2. G.L. c. 41 § 1082: The Board analyzed this section of the General Laws. Dave said he thought this section did not expand the Board's authority beyond that delineated in the Town By-laws. All members agreed this section was merely an enabling statute for the creation of the Personnel Board.
3. Job Descriptions: Dave presented a three ring notebook containing what he believed to be the most current job description for all Town positions. The Board reviewed the descriptions and noted ~~that~~ while some had dates of origination and subsequent approval, none were signed by the Select Board. Ricki said she would create a table of contents for the notebook. Dave thought ~~that~~ after the Board was in agreement as to the final form and contents of the notebook it should be sent to the SB for approval. This would create a baseline reference date for all job descriptions and future updates, modifications could then be tracked. It was agreed to submit the approved version of the notebook to the SB and await further instructions. Dave also suggested ~~that~~ this Board should create ~~and~~ FY calendar for itself. Such a calendar would note dates when certain tasks should be completed each FY. For example, the job descriptions should be reviewed periodically – every year. Also, it should ensure ~~d~~ on a monthly basis that any addition or change to the Personnel Manual ~~have~~ ^{now} been added to the master copy of the Manual.
4. Librarian Contract: The Board next turned its attention to the librarian contract. Dave pointed out the contract provided was not a complete copy. Missing was the signature page. Priscilla agreed to contact the Library Trustees and get a full copy of the current contract. It was then noted ~~that~~ the contract was self renewing. Dave said after his review of the contract it appeared ~~that~~ the Librarian was allowed to accrue less sick leave ~~then~~ other Town employees. Paullette pointed out ~~that~~ it was not clear how much sick leave the librarian had presently accrued because the single pay stub provided to the Board did not indicate whether the sick leave balance was listed in hours or days. It was noted, ~~that~~ ^{were} during the period reflected by the available pay stub, 15 hours of sick leave ~~was~~ used. Therefore, the pay stub for the prior pay period was needed to determine the sick leave balance prior to the use of those 15 hours in order to determine whether sick leave

balance listed on the pay stub was in hours or days. Ricki agreed to obtain the paystub for the Feb. 7, 2013 pay period.

5. Personnel Policies and Procedures Manual: The Board then proceeded to discuss the status of the changes to the Personnel Policies and Procedure Manual. Dave and Paullette discussed the changes she provided to him reflecting changes proposed at the 03/07/13 meeting. The Board then moved to discussing formatting and language changes to the section entitled "Termination of Employment". Dave will make the recommended changes and present them for final approval at the Board's next meeting.
6. Future Meetings: The Board outlined the agenda for its next meeting. The Board agreed it would next meet on Thursday, April 11, 2013 at 6:30 p.m.

There being no other business before the Board, motion was made and seconded to adjourn the meeting. The vote in favor was unanimous.

Dave adjourned the meeting at approximately 8:37 PM.

Document List:

- Meeting Agenda
- G.L. c. 41 § 1082
- Job Description notebook
- Librarian Contract
- Referenced sections of the Personnel Policies and Procedures Manual - ("Termination of Employment").

Submitted by,

Dave DeHerdt