

Accepted: 5/23/2013

Voted: 4 - 0 - 0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, May 16, 2013

Members Present: Paullette Leukhardt (SB Liaison), Beverly Chow, Priscilla Phelps, Dave DeHerdt, chair.

Members Absent: Ricki Carroll (FinComm Liaison).

Dave called the meeting to order at approximately 6:45 PM.

Dave announced he was recording the meeting.

1. Approval of Minutes: No minutes were available for review.
2. Fiscal Year Calendar:

Paullette reported the Select Board ("SB") had reviewed the proposed performance review form and asked for two (2) changes. The first request was to add a line on the form stating, "Position description - please attach." The second request was to add the file name for the form in the footer of the document. (**Document #1**). Dave will make the changes and email copies to members before the next meeting.

The SB wants to begin employee reviews mid-September 2013. In order to do so, the SB requested this Board provide them with copies of all job descriptions for ratification/approval. This Board then went through the binder of job descriptions to ensure it was complete. Dave placed the descriptions received from various departments in the binder. He removed and discarded older descriptions. (**Document #2**). Dave noted the Police Chief job description was not the updated one. Dave will look for the newer description and send it to Ricki by email for inclusion prior to submitting the binder to the SB. The Board determined an updated table of contents was required. Members agreed Ricki should update the table of contents and then assemble three (3) binders and provide them to the SB for consideration at its next meeting. Dave will inform Ricki by email. Paullette will request the SB to return the ratified job descriptions to this Board no later than ~~August 1, 2013~~. July 17th, 2013

Paullette suggested reviewing and updating job descriptions should occur every fiscal year in the first quarter. Dave reviewed the by-laws and agreed reviewing and updating job descriptions was a charge of this Board. Next, the Board considered where to place the five (5) changes from the by-laws (**Document #3**) on the FY 2014 calendar:

1. Describe the duties and responsibilities of all Municipal positions (June - August).

2. Propose and review compensation plans for those positions (Sept. - Oct.).
3. Propose working conditions and fringe benefits for all employees (Nov - Dec).
4. Propose compilation and revision of employee handbook (PPP), job descriptions, employee benefits and compensation plans (March. - April).
5. Collect comparative personnel and salary data from other communities (Jan.-Feb.)

Other items placed on the FY calendar included:

- Service recognition/appreciation awards (May). Paullette recommended obtaining anniversary information for Laura Blakesley.
- Annual Report submission (Dec.)
- Budget submission (Feb.)
- Preparation of any ATM warrant articles (Feb. - March)

A brief discussion occurred about PB term limits. After review of the by-laws, the Board determined no individual could serve more than 3 terms (9 years) on the Board.

3. Email Communications

Paullette reported the OML trainer agreed communication between two (2) members is not a violation of the OML. However, the trainer suggested we limit our emails to agenda items and distribution of meeting materials. Paullette ~~passed out~~ ^{distributed} copies of the OML training materials to each Board member (**Document #4**). Paullette related the OML training discussion regarding requirements for posting of meetings and meeting accessibility.

4. Personnel Policies and Procedure Manual:

Dave reported he did not have an opportunity to incorporate the changes to the PPP as discussed last meeting. He suggested taking up this item at the next meeting. He will also put Beverly's proposed changes on the next agenda. Dave will email the model policies sections to members prior to the next meeting.

5. Future Meetings: The Board agreed it would next meet on Thursday, May 23, 2013 at 6:45 p.m.
6. 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: 45 PM.

Document List:

1. Proposed performance review form from SB (Attached)
2. Binder of job descriptions (PB file cabinet)
3. Town by-laws at p. 18, *et seq.*
4. OML training materials (PB file cabinet)
5. Posted Agenda (Attached)

Submitted by,

Dave DeHerd

Ashfield Personnel Board Meeting Notice

When: Thursday, 16 May 2013 06:45 pm

Where: Ashfield Town Hall, 412 Main Street, Ashfield MA 01330

Meeting Purpose / Agenda

1. Open the Meeting (Chair)
2. Review and approval of minutes from previous meetings
3. Development of Fiscal Year Calendar
4. Status of Job Description collection
5. Email communications between Board Members
6. Updating of Policies and Procedures Manual
7. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
8. Upcoming Meetings
9. Public Comments
10. Executive Session (if needed)
11. Adjourn the Meeting

TOWN OF ASHFIELD, MA

EMPLOYEE PERFORMANCE REVIEW

Please Print Legibly

EMPLOYEE INFORMATION	DATE
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Name	Review Period _____ to _____
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Job Title / Department	Supervisor
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Position Description (please attach)

RATINGS	1-Poor	2-Fair	3-Satisfactory	4-Good	5-Excellent
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Job Knowledge – understanding of responsibilities and skills for tasks Explanation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Work Quality/Time Management - complete, accurate and reliable Explanation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Attendance/Punctuality - on time prepared to work Explanation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Initiative/Decision Making – good judgment & independent working Explanation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Communication/Listening Skills – working with co-workers and public Explanation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Equipment Usage – care and proper maintenance of town equipment Explanation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Overall Rating (total numbers above and divide by 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Overall Rating (total numbers above and divide by 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Overall Rating (total numbers above and divide by 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Overall Rating (total numbers above and divide by 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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EVALUATION

ACCOMPLISHMENTS AND ACHIEVEMENTS

GOALS (from Employee)

RECOMMENDATIONS (from Manager)

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor.
 Signing this form does not necessarily mean you agree with this evaluation.

Employee Signature	Date
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EMPLOYEE INFORMATION**DATE**

Name

Review Period _____ to _____

Job Title / Department

Supervisor

Manager Signature**Date****TOWN OF ASHFIELD, MA****EMPLOYEE PERFORMANCE REVIEW RESPONSE FORM**

If you disagree with any portion of this performance review, **within 30 days of this review date**, you may utilize this form to list any points of disagreement and delineate your supporting reasons here.

(Attach additional pages if needed)

Employee Signature**Date****Received By****Date**

Employee Information

Name

Date of Review

Job Title/Department

Review Period: ____ / ____ / ____ to ____ / ____ / ____

Supervisor

EMPLOYEE COMMENTS/RESPONSE