Approval 3-0-1
BC abstained

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, September 13, 2012

Members Present: Ricki Carroll (finance committee liaison); Paullette Leukhardt (select board liaison); Priscilla Phelps, Dave DeHerdt, Chair

Absent: Beverly Chow

The meeting was called to order at approximately 6:37 PM.

1. Approval of Minutes. The open meeting minutes of August 30, 2012, were presented for acceptance. Motion was made and seconded for acceptance as written. The vote was 3 in favor, none opposed, and Dave DeHerdt abstained.

2. Proposed Employee Timesheet: This Board discussed the changes the Select Board had instructed be made at its last meeting. The "pains and penalties" language was removed and it was agreed that said language would be placed in the employee policies manual instead. Paullette reported that the Select Board wanted to begin using the new timesheet as of the next pay cycle. It was moved that Dave immediately email the modified timesheet to the Select Board. The motion was seconded and approved unanimously. Dave then emailed the timesheet to the Select Board.

3. Town Hall Emergency Evacuation Policy: Paullette reported that she had presented Beverly's research and concern about the lack of an updated Town Hall Emergency Evacuation Policy. The Select Board elected to forward the issue to the Town Hall Building Committee for deliberation.

4. Proposed Employee Performance Evaluation Form: Motion was made and seconded that this Board forward to the Select Board the proposed employee evaluation form for the Select Board's review and comments. The motion was approved unanimously and Dave immediately emailed the proposed performance evaluation form to the Select Board.

5. Future Goals: Dave asked the other members to consider a reasonable time line for completing the review, updating of the Personnel Policies and Procedure Manual. After reviewing the calendar, All members present believed that November 1, 2012 was a reasonable target date. This allows five more meetings during which to work on the Manual: 09/27/2012; 10/11/2012; 10/18/2012; 10/25/2012; 11/01/2012.

6. Personnel Policies and Procedure Manual: The Board then proceeded to review the policy sections assigned to Ricki to determine which had not yet been discussed. After discussion of the handful of sections identified, Ricki said she would meet with Beverly

to incorporate her sections into the updated manual which Beverly had provided to us a few weeks ago. Ricki will also meet with Laura Blakesley, town treasurer, to insure that the sections addressing benefits accurately reflected the Town's present day policies. Dave also said he would need to meet with Laura concerning a number of the policies he was working on.

7. Future Meetings: Dave informed the Board that he would be unavailable to meet on 09/20/12. It was therefore agreed that the Board would next meet on September 27, 2012 at 6:30 p.m.

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 8:05 PM.

Submitted by,

Dave DeHerdt

Attachments

1. Modified Employee Timesheet forwarded to SB
2. Proposed Employee Performance Evaluation Form forwarded to SB

Town of Ashfield, MA

TIME SHEET

Employee Name: **Title:**

Department: **Supervisor:**

DATE	REGULAR HOURS	OVERTIME HOURS	VACATION HOURS	SICK HOURS	HOLIDAY HOURS	OTHER HOURS[1]	TOTAL HOURS
WEEKLY TOTALS:							

DATE	REGULAR HOURS	OVERTIME HOURS	VACATION HOURS	SICK HOURS	HOLIDAY HOURS	OTHER HOURS[1]	TOTAL HOURS
WEEKLY TOTALS:							

[1]*Please describe the nature of hours list as "other".*

Employee Signature: Date:

Supervisor Signature: Date:

Form modified and approved by the Select Board effective ____/_____/ 2012

TOWN OF ASHFIELD, MA EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE INFORMATION

Name Date

Job Title Date of Hire

Department Supervisor

Review Period to

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	☐	☐	☐	☐	☐
Examples / Comments					
Work Quality	☐	☐	☐	☐	☐
Examples / Comments					
Attendance/Punctuality	☐	☐	☐	☐	☐
Examples / Comments					
Initiative	☐	☐	☐	☐	☐
Examples / Comments					
Communication/Listening Skills	☐	☐	☐	☐	☐
Examples / Comments					
Dependability	☐	☐	☐	☐	☐
Examples / Comments					

Overall Rating *(average the rating numbers above)*

EVALUATION

ADDITIONAL COMMENTS

GOALS (As Agreed Upon By Employee And 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 indicate that you agree with this evaluation.

Employee Signature Date

Manager Signature Date

FORM REVIEWED AND APPROVED BY SELECT BOARD EFFECTIVE _____/_____/2012

TOWN OF ASHFIELD, MA

Employee Performance Review Response Form

Employee Information

Name

Date of Review

Job Title

Department

Supervisor

Review Period: _____/_____/_____ to _____/_____/_____

EMPLOYEE COMMENTS / RESPONSE

If the employee disagrees with any portion of a performance review, <u>within 30 days of the review date</u>, she or he may utilize this form to list any points of disagreement and delineate her / his supporting reasons.

(Attach additional pages if needed)

Employee Signature

Date

FORM REVIEWED AND APPROVED BY SELECT BOARD EFFECTIVE _____/_____/2012