

Approved 5/24/12
Unanimous

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

March 27, 2012

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

The meeting was called to order at approximately 6:40 PM

1. APPROVAL OF MINUTES:

Minutes of February 23, 2012. Ricki moved and Paullette seconded that the minutes of February 23, 2012 be approved and accepted as written. Motion passed unanimously.

2. REVISION OF EXECUTIVE ADMINSTRATOR POSTING AND JOB DESCRIPTION

The Board incorporated the changes requested by the select board into the job posting for the Executive Administrator and also incorporated the same changes into the new job description for that position. Paullette will present the revised materials to the select board at their March 28, 2012 meeting. It was agreed that after the select board has approved the final versions, Dave is authorized to publish the posting in the Greenfield Recorder and Daily Hampshire Gazette .

3. REVIEW AND REVISION OF ONLINE EMPLOYMENT APPLICATION

The board reviewed the existing town employment application and agreed that it needed immediate revision. Paullette was concerned that the application in its present form asked an applicant for personal information that was not required for the hiring process (e.g. social security information). The Board went line by line and modified the application so that is conformed with present day requirements and could be filled in online and directly emailed to the personnel board by a job applicant. The Board agreed that Paullette would present the revised employment application to the select board at its March 28, 2012 meeting for its final approval. The Board also agreed that town counsel should review the revised application to insure it did not violate present employment law.

The Board agreed to continue its review of the Town Personnel Policies at its next meeting.

There being no other business before the board the meeting was adjourned at approximately 9:00 PM.

Submitted by,

Dave DeHerdt