

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

January 26, 2012

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

The meeting was called to order at approximately 6:45 PM.

1. APPROVAL OF MINUTES:

Paullette moved and Ricki seconded that the minutes of September 27, 2011 be approved and accepted as written. The motion passed unanimously.

Ricki moved and Paullette seconded that the open meeting minutes of October 5, 2011 be approved and accepted as written. The motion passed unanimously.

Ricki moved and Paullette seconded that the executive session minutes of October 5, 2011 be approved and accepted as amended. The motion passed unanimously.

2. NON-EXEMPT EMPLOYEE COMPENSATION

Paullette presented the issue of recommending to the select board that the Executive Administrator and Town Clerk each be allowed to work an additional 2 hrs/wk due to their individual workloads. Paullette pointed out that these positions are not salaried positions and therefore non-exempt positions. This means that when they work more than their allotted hours they must be compensated. The board discussed what was causing the need for more hours. The members explored whether the amount of time interacting with members of the public was increasing or whether it was an efficiency issue. Also discussed was whether the assistant clerk position was adequately addressing concerns of the public without the need to get other staff involved. Also an issue is that some members of the public are treating town hall like a coffee shop and constantly engaging employees ^{and} that many hours are lost. Dave suggested that ~~it is~~ in order to determine what is actually happening it might make sense to have employees fill out time records reflecting how they utilize their work hours for the next two weeks. It was agreed that this board would make the following recommendations to the select board: 1) If someone covers for someone else the hours should not be taken from the person covering. Instead, the hours should be taken from the position being covered; 2) budgeting money to compensate employees who are required to work and special events that can be anticipated (e.g. elections, STM, ATM, etc.); 3) Reminding the public that town hall is a workplace and not a social gathering place during normal work hours; 4) Having employees maintain more detailed time records.

3. EXECUTIVE ADMINSTRATOR JOB DESCRIPTION

Dave presented the last version of the Executive Administrator Job Description. Paullette pointed out that the hours for the position was now at 25 hrs/week and consequently the position was also now a "benefitted" position. Paulette said the present rate of pay was ~~\$15.00/hr.~~ 15³⁰
The board then reviewed the job description and updated it so that it accurately reflected the work requirements of the position today. Dave will make the changes and present the updated

job description and proposed posting to the SB at their Feb. 1, 2012 meeting. The board then discussed whether this position needs more time. Dave said he felt that comparable positions in the private sector would be allotted 30 hours.

Next scheduled meeting will be on Thursday, February 23, 2012. There being no other business before the board the meeting was adjourned at approximately 9:00 PM.

Submitted by,

Dave DeHerd