

# MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

February 9, 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:

Dave reported that he had not yet prepared the minutes from the last meeting. The minutes will be presented for approval at the board's next meeting.

## 2. POSTING OF THE EXECUTIVE ADMINISTRATOR POSITION

The board discussed the response received from the select board regarding the proposed job description and newspaper posting that were presented at the last select board meeting by Dave. The board recognized that if the position were not to be filled before the next annual meeting then the approved budget would enable any potential candidate for the job to know the top salary for the position. Consequently, it would make sense that the salary posted should be the salary voted by annual town meeting.

## 3. REVIEW OF TOWN PERSONNEL POLICIES

Ricki informed the board that there is apparently an issue with the library budget regarding the ability to pay for accrued, unused vacation days. The board looked at the existing vacation carryover policy. It was agreed that this policy would be looked at more closely during the board's review of all town employment policies. Dave advised the board that at some point during his tenure on the select board there was an ad hoc policy approved regarding unused vacation time which allowed employees to carry more than the days allotted by the existing policy over to the next year. He remembers that at some point the ad hoc policy was rescinded. He suggested that this board should review the select board minutes for the years 2008-2009 to confirm what took place.

The board reviewed the personnel policies and procedures of the town of Ashfield issued on January 2008 for completeness. It was noted that several of the policies previously approved by the select board were missing. Dave recommended that the board contact the Town Clerk to determine what policies had been modified and approved since January 2008.

The board then turned <sup>their</sup> ~~his~~ attention to what they considered to be a model set of policies for nonprofit organizations. As it was growing late the board agreed that at its next meeting it would begin its detailed review of each town policy and compare them to the model policies.

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 DeHerdt