

Personnel Committee
July 25, 2017
6 pm
Town Offices

Members present: Keith Bardwell, Susan Baron, Tom Mahar, Joyce Palmer-Fortune and Town Administrator, Brian Domina.

The meeting was called to order at 6:03 pm.

Motion was made, and seconded, to approve the May 24, 2017 minutes. Vote was unanimous

Review job descriptions – After discussion, motion was made, and seconded, to approve the Substitute Library Assistant job description as amended (add part-time after title and change headers). Vote was unanimous. Motion was made, and seconded, to approve the revised job description for Administrative Assistant. Vote was unanimous. Motion was made, and seconded, to approve the revised job description for Assistant Treasurer/Collector. Vote was unanimous.

Review revised personnel evaluations forms – Extensive discussion occurred regarding the current evaluation form and the categories listed on the revised forms (staff and supervisor). The Board asked to add professionalism to both forms (Do you exhibit an appropriate level of professional behavior and sound judgement on routine work as well as difficult situations.) Motion was made, and seconded, to add Professionalism to both evaluations. Vote was unanimous.

Discuss Comp Time policy – Brian handed out a summary of the Fair Labor Standards Act. Extensive discussion occurred regarding the rules of comp time and the options available to the Town. These options include the following:

1. Have a budgeted line item to pay out comp time.
2. Require the employee to use comp time before sick time or vacation. The Committee is not in favor of this.
3. Lower the limit of comp time.
4. If the employee does not use the comp time after a year, it is paid out.

Motion was made, and seconded, to change flex time back to comp time in the Personnel Policies. Vote was unanimous. Motion was made, and seconded, to have 3 years of comp time payouts and the current payout if everyone would quit today. Vote was unanimous.

The next meeting is August 29th at 6 pm.

The meeting was adjourned at 7:37 pm.

Respectfully submitted,

Maryellen Cranston
Recording Secretary

Document List

Substitute Library Assistant Job Description
Administrative Assistant Job Description
Assistant Treasurer/Collector Job Description
Current Performance Evaluation Form
Revised Performance Evaluation Form – Supervisor
Revised Performance Evaluation Form – Staff
Current Flex Time Policy
Coates' Canons Blog: The Mysteries of Comp Time