

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

January 21, 2010

Present: Norm Perry, Jennifer Haynes, Ernie Mendenhall, Margot Parrot, Brian Smith and Maria McFarland

Also present for all or part of the meeting: Skip Manter, Kathy Logue and Joyce Bowker

The meeting opened at 5:00 P.M., Norm Perry, presiding.

A motion was made and seconded to change the agenda order. All in favor.

COA: The first item of business was the review of the COA job descriptions. The members reviewed the consultant's grading on the COA Janitor and Kitchen Manager and agreed with the recommendation to change the classifications. The reclassification of these positions will not take effect until the incumbent employee retires, resigns or is terminated.

COA Director Job Description: Joyce Bowker and COA Board member Skip Manter were present to discuss the final version of the COA director job description. After two rounds of revisions to the job description, the members graded the final version and placed it Grade H of the new classification plan.

Minutes: The minutes of the December 14, 2009 and January 4, 2010 meetings were tabled to the next meeting.

Performance Reviews: The following performance evaluations were submitted for review. A motion was made and seconded to approve both; each with a one step increase:

Nancy Rogers (Fin. Comm.)

Dan Rossi (Police)

Old Business

By-law revisions: The board went through the entire By-law to address questions from the Town Accountant and Treasurer on sections that they work with when running payroll, and calculating benefits. Kathy said that all references to salary should be deleted as the only salaried employees in Town are the Police Chief and the elected officials. Hours worked are used for purposes of calculating, wages and benefits. The sections on longevity, overtime pay, calculation of sick time and leave time were revised to clarify these sections. The second round of revisions and comments from Town Counsel were also reviewed. Maria will send these questions to Town counsel.

Outstanding questions are:

Section 1-6 (h) - benefits for grant employees/is this ok as is?

Section 7.8 - working out of grade

Section 12.8 - Is there better language?

Section 18.4 - Do people out on a leave of absence accrue seniority?

Section 19. How longevity formula would be changed?

Skip asked that the next time the Board reviews the By-law; they consider adding a week of vacation for employees with more than 20 years and increasing the longevity percentage for people who have worked for the Town more than 25 years. Currently employees with 10 years service get 4 weeks of vacation and longevity tops out at 4% for year 25 and up.

Classification Plan: The board reviewed the grading of the Town Accountant, Building Inspector, Park and Rec Administrator and Personnel Board positions and determined that they concurred with the new ranking of each of these positions.

FY2011 Wage Adjustment: The members reviewed the CPI numbers for the end of 2009 for both the CPI Boston, Brockton Nashua index and the CPI Northeast Urban Clerical Workers. There are no numbers from the schools as this is a contract year. No other towns have a final number yet. Taking the average of the two indexes, the board set the wage adjustment number at 2%. A motion was made and seconded to submit the warrant article with the 2% as the number. The members will revisit this number one more time on February 8th.

Administrative:

The following were reviewed and signed:

Park and Rec. Job Certification forms for the following seasonal positions:

- Assistant Chess Instructor
- Chess Instructor
- Sports Instructor
- Arts/Theatre Instructor.

2009 Annual Report: A motion was made and seconded to approve the 2009 Annual Report as written. All in favor.

Selectmen's meeting: The members will attend the February 3rd Board of Selectmen's meeting to discuss the warrant article on the classification plan.

There being no further business the meeting was adjourned at 10:00 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED