

WEST TISBURY PERSONNEL BOARD

MINUTES

May 9, 2011

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

*Ernie arrived at 6:35 PM

The Meeting opened at 5:40 P.M., Norm Perry presiding.

Minutes: The minutes of the April 11, 2011 meeting were approved as corrected.

Performance Reviews: A motion was made and seconded to accept the performance evaluation for Bruce Stone with a one step increase. All in favor.

New Business:

CPC staff coverage: The staff assistant to the CPC anticipates being away frequently over the next several months. The Town Administrator would like to know if it is permissible of the Administrative Assistant to the BOS, who acts as a floater to help other departments can cover for the CPC and be paid out of the CPC personnel account. The BOS budget does not have the funds to pay for this because the AA is attending Selectmen's meetings to take minutes for the time being.

Members agreed it is up to the CPC committee. If they have the funds in their budget it is fine. No vote was taken.

Police Department/ Proposed Lieutenant Job Description: The members reviewed and did a preliminary grading of the proposed job description. It was decided that the members needed to compare this job description with that of the Police Corporal and Sergeant before commenting or approving the Lieutenant job description. It was noted that this would be a new position on the Town classification plan and would need approval by Town Meeting. This discussion is continued to the next meeting.

Library/Easter: The Library Director asked if the Personnel Board would clarify whether library employees who work on Sundays should receive holiday pay for Easter. The answer is no. Easter is not a recognized holiday under the Personnel Bylaw. The Police Department works on Easter and it is a regular work day for them.

Administrative:

Sexual Harassment Training: The members discussed the feasibility of doing the sexual harassment training via webinar. Margot and Norm listened to the webinar and both thought that the sound quality was not very good in spots, but overall it would work in lieu of a live presenter. Margot thought that the content was at a level that was understandable and that the slides were good. Maria will contact the MIA to ask about sound quality on the webinar and how long it would be before a live presenter could come to the Vineyard to conduct the training.

BOS assistant/Longevity payment: The Town accountant asked for a clarification as to Section 25-5 (c) with respect to longevity payments. It was agreed that this employee could be receive her longevity payment on her original anniversary date as she was only terminated for a few days and had passed the probationary period in the new position.

Sick Bank Election: It is time to hold an election for the Sick Bank committee members. Maria will coordinate.

The following documents are noted for the record:

Notice of Emergency Hire/COA
Job Certification Forms: Police Department Summer hires
Notice of Change of Status/Resignation Nancy Rogers (Fin Comm.)
Notice of approval of vacation carry over (TA)
Notice of approval of vacation carry over (CC)
Notice of approval of Vacation carry-over (PD)

There being no further business the meeting was adjourned at 7:10 PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED