

Personnel Board Minutes 11/08/11

In Attendance

Charles Clinton
Sherry Madore
Laura Canducci
Margo Mansur

Absent

None

Also Present
Debra Morin

- 7:35PM The meeting was called to order by the Chairperson.
- Laura made a motion to accept the minutes of the Oct. 11 meeting. It was seconded by Sherry, and the motion carried.
- 7:45 Ms. Morin said that she had not always received the Personnel Action Forms approved by the Personnel Board, and in that case was not able to submit employees' pay increases to payroll. The Personnel Board made a note to place copies of all approved action forms in the Town Accountants mailbox in the future. Sherry requested that Ms. Morin provide a list of employees with status updates.
- 8:10 The Library Director has submitted an Action Form for Carly Anderson, requesting a step increase from F5 Step 3 to Step 4, at \$11.37/hr. After confirming her date of hire, Laura made a motion to approve the increase. The motion was seconded by Sherry, and passed unanimously.
- 8:20 The Library Director has also submitted an Action Form for Elise Struble, a new part-time Circulation Assistant. She would be hired at the grade of F6 Step 1, \$11.48/hr. A motion was made by Laura to approve the hiring and salary, seconded by Sherry. The motion carried.
- 8:30 The Board then discussed the status of the Town Accountant, who has requested reclassification. A motion was made by Sherry to reclassify the Town Accountant as a D9, Step 3 on the compensation plan. The motion failed. After much discussion it was decided to leave the Town Accountant on the Personnel Board Compensation Plan as a D8, Step 2. The Personnel Board moved the Town Accountant to the "D" table, when it was determined she was working consistently 40 hours a week, on an action taken by the Personnel Board at a meeting on December 7, 2010. However, the board stipulated we supported leaving her salary at \$57,906, which was approved by a STM vote on November 8, 2010, until such time as her salary fits into the Personnel Board Compensation Table.

The Town Accountant will be eligible for Step 3 on Dec. 7, 2011, and will retain current salary until such time that her compensation exceeds the amount on the Personnel Board's compensation schedule.

9:00

Meeting adjourned.