



PERSONNEL BOARD MEETING
Edgartown Public Library
26 West Tisbury Road, Edgartown, MA
September 9, 2022, 3:30 PM

Meeting Minutes

Board Members: Marcel LaFlamme, Chairman, Suzanne Cioffi, Kelly McCracken

Staff: Kim Lucas, Human Resources Director, James Hagerty, Town Administrator

Presenters: Matt Poole, Sheetal Grande, R. Milne – did not attend

Meeting commenced at 3.34 p.m.

Personnel Board voted to take the agenda slightly out of order. / **No objections**

Board of Health

Matt Poole spoke to the need to increase the hours of the current Assistant's position from 35 to 40 hours.

- The position is currently budgeted at 35 hrs/wk at step 8 (Grade F),
- The current request is to establish the position at 40 hrs/wk, currently at step 3 for the remainder of FY23.
- The projected pay at 40 hrs/wk is well within the budget for the salary approved in the FY 23 budget.
- The BoH office can absolutely benefit from the additional 5 hrs/wk with the recent hire of Celena Guimaraes who is updating, organizing and improving efficiencies.
- A significant amount of time can be spent in this area in the coming months.
- With Celena's training credentials there are certain aspects of the BoH field work that she would like to participate in performing and the additional 5 hrs/wk would still leave sufficient time in the office to continue her primary function(s) in that area.

Motion to move by K. McCracken, Second by S. Cioffi.

Vote: Affirmative - Unanimous.

Tax Collector

Sheetal Grande spoke to the need to upgrade the Tax Collector Clerk position from a classification Grade B to a Grade C.

Sheetal presented the current job description as predominantly accurate but with the elimination (not filled) of the Assistant Tax Collector's position, the duties of both the Clerk and the Assistant should be better distributed.



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The Board has suggested Sheetal and the HR Director sit and review both descriptions, combine essential responsibilities and re-present to the Personnel Board for review. The Personnel Board will re-visit this request at the next meeting.

Sheetal has specified that she would like the position to be a Dept. Assistant.

No Vote / All agreed

James Hagerty has requested the Tax Collector position be re-classified from a Grade I to a Grade J. Effective FY23 several positions were upgraded to a Grade J following the most recent classification study. The Tax Collector position was under a one-year contract therefore was not included in the study. It is James' recommendation as a matter of uniformity, that the Tax Collector position be upgraded to a "J" also.

Following the Boards clarification and discussion, a vote was taken.

Motion to move by K. McCracken, Second by S. Cioffi.

Vote: Affirmative - Unanimous.

H. Boyd - Four weeks vacation time owed and has not received.

Heidi Boyd a 14-year employee has been shorted one week of vacation over the last four years. She was not present, but clarification was provided by Kim Lucas. Heidi did indicate that she questioned the previous department head as to the number of vacation weeks she was owed and was informed three weeks was all she was allowed. The Personnel By-law states upon the completion of the tenth year of employment, all employees will be granted four weeks per annum.

Heidi has requested that she be paid for the four weeks that she was not granted. Kim asked if she would be amenable to a usage and buyback combination, she stated she was not. She wants a four week buyback.

The Board requested additional data, Kim is providing a total amount due.
To be re-visited at the next meeting.

No Vote / All agreed



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Old Business:

Personnel Board re-affirmed the ability to hire over Step 3 at the last meeting with the Town Administrators approval.

Discussions:

Brief discussion of the Travel Reimbursement Policy as updated by the Town Administrator.

Brief discussion of the proposed policy manual and the suggested process of final review.

Kim explained a tentatively outlined process of creating a group to review and vet the new policy manual. The group would include Dept. Heads, staff, Personnel Board Members and someone from the Select Board Office.

Brief discussion regarding rehiring of recently departed staff.

Personnel By-law

23-5. Rehire/Recall

(c) If an employee is rehired within one year of termination, after completion of a period equal to the length of termination, or the probationary period, whichever is longer, the employee will be reinstated with no loss of seniority with regards to benefits, longevity pay and personnel records.

(d) After reinstatement of original hire date an employee may elect to "Buy Back" his earned sick days by repaying any benefits paid to him under the Sick Leave Buy Back.

(f) Vacation payment made to such employee for accrued vacation during the year which termination occurred will be considered time granted upon reinstatement.

Maria Ventura is a former employee of 6 years and will regain her seniority, longevity and vacation time upon satisfactory completion of her probation period with the Human Resource Dept.

Brief discussion of filling the vacant positions on the Personnel Board.

Kim spoke about holding an election to staff the employee representative.

James spoke about the vacant position to be staffed by the Select Board, with one available applicant.

The Board discussed its next meeting; tentatively scheduled for October 4, 2022 @ 2:30.

Meeting adjourned 5:00 P.M.