



Groveland Personnel Advisory Board Meeting Minutes—March 12, 2018

IN ATTENDANCE: Mike Bacher, Jim Snow, Lynne Stanton, Stan Tusinski, Liz Zimmerman was absent – storm related.

ALSO ATTENDING: Denise Dembkoski

CALL TO ORDER: Meeting called to order at 7:05pm

MINUTES: No prior minutes.

OLD BUSINESS: Items from the previous meeting to be addressed:

Board wants to know what is the scope? Compare to other towns? Read and advise? Denise clarified we are to review the core doc "Updated Personnel Procedures with accepted changes.doc" excluding the Appendices as they are being removed and created as individual components.

The group discussed reviewing other towns, Stan to setup a DropBox location to post the saved data we have collected on other towns.

Do the Selectman have something specific that is being targeted? Is there a section of the policy that is clearly outdated or in question?

Denise brought up the vacation and sick time policies specifically, but we should consider all policies related to paid time off.

The group discussed several ideas such as accrual during probation periods, but not being able to execute until after the probation period has passed.

Should the Personnel Officer be identified specifically due to future changes or additions to the staff IE Town Manager?

The group discussed language be introduced into the document that leaves it open to a successor in the future. It should not be tied to one specific person such as the Director of Finance.

Board would like to know which version is official for us to review.

Noted above - we should use "Updated Personnel Procedures with accepted changes.doc" .

GENERAL DISCUSSION: Employee reviews aren't typically done because the direct managers don't have anyone to report them to. Not all employees have a direct manager either.

Discussed sick time buy back, we should research other towns and how they approach this.

There isn't a designated Chairperson for the board, Liz was nominated because she didn't make the meeting. (kidding, I think this is important for appearing before the selectman, there is time to decide)

The groups should consider digital communication policies (I think Liz brought this up at the first meeting)

NEXT STEPS: Stan will set up DropBox to share info. PAB members should review the current policy and research other towns they feel are good to compare too. The group should communicate which town(s) they are reviewing so there is not double, triple coverage. (if we all review West Newbury that's probably not good...)

MEETING ADJOURNED: 8:05pm and unanimously approved.

NEXT MEETING: March 26, 2018 at 7:00pm, Back Meeting Room, Town Hall

RESPECTFULLY SUBMITTED BY: Stan Tusinski

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TOWN OF GROVELAND