

TOWN OF STERLING PERSONNEL BOARD MEETING MINUTEES

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MEETING DATE

JANUARY 3, 2012

**1. ADMINISTRATION**

- a. Call to Order: The meeting was called to order by Chairman Amrith Kumar at 6:00 p.m.
- b. Roll Call: Present were Board members Tim Hanrahan, Amrith Kumar and Bruce Baker and HR Administrator Jamie Kelly. A motion was made by Bruce Baker and seconded by Tim Hanrahan to amend the agenda as follows:
  - Add: "Follow-up from last meeting"
  - Add: "New business"
  - Change order of business to address Assistant Town Clerk job description first.The motion was approved unanimously.

**2. ACTIONS/POLICIES**

- a. Assistant Town Clerk Job Description: The Board discussed the revised job description prepared by Town Clerk at the request of the previous Board. The Town Clerk and HR Administrator were asked to work together in preparing a revised draft following the Town's standard format by January 11, 2011 for review and for action at the next Board meeting. To be included are: Numbers of PT/FT personnel supervised; work hours; reporting hierarchy; current grade; names of author and approver; date approved by the Board; specific training required; and skills required as well as preferred .

**1. ADMINISTRATION (CONTINUED)**

- c. Public Records Request: The Chairman reviewed the request received from Russell Philpot and read a proposed response. A motion to accept the response was made by Bruce Baker and seconded by Tim Hanrahan. The motion was passed unanimously.

A motion authorizing the Chair to forward the request for public records in its entirety to the HR Administrator for any and all further actions(s) that he deems appropriate in this matter, with a copy being sent to Mr. Philpot was made by Bruce Baker and seconded by Tim Hanrahan. **2.**

**ACTIONS/POLICIES (CONTINUED)**

- b. Pending OML Complaints Continued from December 27, 2011 Meeting: Two letters approved at the last meeting were signed by the Board
  - Response to Russell Philpot regarding his OML complaints.
  - Letter to the Board of Selectmen explaining the steps taken to address the OML complaint.
- c. Policies Discussion and Town Counsel Communications Continued from December 27, 2011 Meeting:
  - A motion was made by Tim Hanrahan and seconded by Bruce Baker that the Personnel Board herewith rescind the following seven policies, all enacted on September 12, 2011:

ADA Policy; Drug-Free Workplace Policy; Employment Policy; Harassment Policy; Job Posting Policy; Procedural Policy; and Workplace Conduct and Bullying Policy and inform the Human Resources Administrator of this action. Following discussion the motion was approved unanimously. It was noted that action was on the advice of Town Counsel.

- A motion was made by Tim Hanrahan and seconded by Bruce Baker that the Personnel Board authorize the chair to communicate with the Board of Selectmen and inform them that since the Personnel Board has rescinded the Workplace Conduct and Bullying Policy, the Board recommends that they direct the HR Administrator to immediately close any open, active, suspended, or pending proceeding thereunder. Following discussion the motion was approved unanimously.
- It was noted that the Board is only rescinding the policies adopted on September 12, 2011. Any prior adoptions by any other board or committee still stand, such as the Drug-Free Workplace Policy adopted by the Board of Selectmen in November 2009.
- Jamie was asked to research which of the above policies the Board should enact quickly to ensure that the necessary policies are in force as soon as possible.
- Jamie was also asked to draft a new Workplace Conduct and Bullying Policy for the Board to review at its next meeting.
- The chair will send a letter to the Massachusetts Attorney General's office notifying the office of the Board's actions in rescinding the above policies.
- Policy format was discussed. All policies should have a standard format such as:
  - Scope and Purpose, or introduction
  - Definitions
  - Covered individuals
  - Policy
  - Enforcement procedure
  - The authority under which is policy is being promulgated

- d. Time and Attendance Policy Input BOS and Fincom: Included in item "e."
- e. Time and Attendance Policy Approval: The Board discussed the Time and Attendance Policy Draft 6 and determined that:
- The Chair will inform the Board of Selectmen and Fincom not to consider Draft 6.
  - Jamie will prepare a new draft for review at the next meeting.
- f. Time and Attendance Policy Promulgation: Included in Section "e."
- g. DPW Job Description – Working Foreman: A motion was made by Bruce Baker and seconded by Tim Hanrahan to adopt the Working Foreman 2 job description as presented with the understanding that this is a replacement position, not a new position. The motion was approved unanimously.

- h. Employment Applications: Applications from several municipalities were reviewed. Jamie will prepare a draft for the Board to review at its meeting in March.

### **3. HR ADMINISTRATOR'S UPDATE**

- a. Job Descriptions Website Posting:
  - Jamie will report at the next meeting on progress and timeline for posting all job descriptions on the Town website as well as employee payroll data.
  - Jamie will also explore what would be involved in posting Collective Bargaining Agreements on the website.
- b. Communications
  - The Board will hold an executive session at its next meeting to review the "2d" letter.
  - The HR Administrator and the Town Administrator confirmed that the recommendations of the former Personnel Board in the "2d" letter were non-binding on the present Board. However, the information in the letter formed the basis of some of the budget preparation and therefore a change in the Board's position may have a significant impact on the budget process.
  - Christine Lowe and Ann Marie Belair will be invited to the next meeting to discuss their interest in serving on the Board.

### **4. PUBLIC SESSION**

No public comment.

### **5. ADJOURNMENT**

A motion was made by Bruce Baker and seconded by Tim Hanrahan to adjourn. The motion was approved unanimously. The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Bruce S. Baker, Clerk