

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

April 10, 2006

**Present:** Norm Perry, Chair, Nancy-Alyce Abbott, Dan Cabot, John Powers, Maeve Sheehan and Maria McFarland

The meeting opened at 5:30 P.M., Norm Perry presiding.

**Performance Reviews:**

The performance evaluation for Paula Black was approved. Paula is at the top of her grade.

**Minutes:** The minutes of the March 13, 2006 meeting were approved as amended.

**Emergency Hires:** The Board reviewed the request for emergency hires from the Planning Board, the Selectmen and the Council on Aging. The Council on Aging request for coverage of a medical absence does fit the use of the emergency hire form. All agreed that the nature of the Planning Board and the Selectmen's request did not meet the definition of emergency in the Personnel Bylaw. If departments need coverage for vacation, or one or two day unscheduled absences, as in the case of a funeral, then perhaps a position should be created for an on call substitute. Maria reported that she and Jen have talked about the need for this position, as the Selectmen would like to have someone in the Executive Secretary's office when she is out. Maria will work with Jen on the job description. The goal will be to have a job description prepared for approval at the next town meeting. Maria was instructed to prepare a memo to town hall staff that requests of this nature are not emergencies.

**Personnel Bylaw:** Kathy Logue asked for the reason the town is still requiring physicals for new hires. They are required for all new hires under Section 4-3 (b). Norm said they are not required for workers comp. Maria was instructed to contact the other towns to see what their policies are.

Kathy also wanted the Board to know that the new software has a form for employees to sign acknowledging that this is a drug free workplace. The Board determined that this is adequately covered in the Personnel Bylaw and that employees sign off on having received the Bylaw. No further action is necessary.

**Library:** The board discussed personnel issues at the library. The interviewing process is underway for a new director. A potential grievance matter was discussed. The acting director and the staff settled it internally. Norm reported that he talked with Hermine Hull, Library trustee about the matter. Nancy reminded that it is important that these matters be brought to the full board and not handled by one board member before the full board has an opportunity to discuss the matter.

**Compensation Plan:** After a brief discussion, Dan motioned that the board prepare a Request for Proposal (RFP) so that work could begin on the biennial review of the compensation plan under Section 2.1 (b) of the Personnel Bylaw so that it will be completed by December 31, 2006. The motion was seconded and passed unanimously.

**Correspondence In:** Board of Assessors – Data Collector Job certification form for Tammis Sprague. Signed  
Board of Selectmen- Emergency Hire (after the fact) Signed  
Planning Board - Emergency Hire (after the fact) Signed  
Council on Aging – Emergency Hire Signed  
Letter of appreciation for Joanie Jenkinson from the Tisbury Board of Selectmen

There being no further business the meeting was adjourned at 6:25 PM.

Respectfully submitted,

Maria McFarland  
Administrative Assistant  
APPROVED