

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

May 14, 2007

Present: Norm Perry, Nancy-Alyce Abbott John Durfee, Ernie Mendenhall, and Maeve Sheehan

Also Present for all or part of the meeting: Linda Hearn and Hermine Hull, Library Trustees, and Nelia Decker, Library staff.

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

Minutes: The minutes of the April 9, 2007 meeting were approved. John and Maeve abstained.

Performance Reviews: The board reviewed the evaluation for Allen Healy, assistant ACO. Joanie Jenkinson, ACO submitted a request to give Allen a two-step increase as it was overlooked last year. She also asked that the increase be retroactive. A motion was made to accept the evaluation and to approve a 2-step increase effective immediately but not retroactively. Maria is instructed to remind people of evaluation dates and procedures.

Compensation Plan: Update from consultant Sandy Stapczynski received: confirmation of prior discussion at last meeting.

New Business

Library: Nelia Decker, Linda Hearn, and Hermine Hull were present to discuss a promotion for Paula Black. After some discussion with library representatives who informed the Board that Paula has been assuming increased responsibilities and technically working out of grade, they requested that her position be regraded from a circulation assistant at Grade 2 Step 7 to a library assistant at Grade 3 Step 7. Board advised even though Paula is already an employee and that this would be a promotion, the position still needs to be advertised. They agreed and will place “strong in-house candidate” in the advertisement.

Nelia asked for an interpretation of the bylaw concerning part-time employees and benefits: if someone is working less than 20 hours a week off-season and more than 20 works a week in the summer, can these hours be averaged to allow the employee to receive benefits. The board advised that a part time employee is one that works less than 20 hours per week for 52 weeks and is not eligible for benefits. A new position would have to be created if benefits were to be applied.

Library – Director Job description: The revised job description was approved as written and assessed as a Grade 10 by the Board.

Administrative

Library Interim Director: Other than the in-house candidates, only one application had been received after the closing date. Norm signed the job certification form for Nelia and Beth Kramer to act as interim co-directors.

Vacation Carry overs were approved for Nelia Decker, Library, Maria McFarland, Con Comm and Joyce Bowker, COA.

The Finance Committee has requested a meeting with the Personnel Board. They will be asked to attend a meeting on June 18th. If they are available on the 18th, the June 11th meeting will be cancelled and held on the 18th. Norm will also ask them for an agenda.

There being no further business the meeting was adjourned at 7:05 PM.

Respectfully submitted

Norm Perry, Chair
APPROVED