

WEST TISBURY PERSONNEL BOARD
MINUTES
October 22, 2018

Present: Leon Brathwaite, Norm Perry, and Kenneth Vincent

Absent: Ben Retmier and Rachel Rooney,

Also present for all or part of the meeting: Beth Kramer

The meeting was called to order at 5:06 PM.

Minutes: The minutes of the September 10 meeting were approved as revised.

Performance Reviews: A motion was made and seconded to approve the following performance evaluations each with a one-step increase. All in favor.

Laura Coit (Library)

Jeffrey Fisher (Building)

Laura Hearn (Library)

Jane Rossi (Planning Board)

New Business:

Michael Colaneri/ Employee housing assistance: This meeting was canceled at Michael's request. It will be rescheduled.

Library job descriptions: The Board met with Beth Kramer to discuss her request to make changes to job descriptions to the Circulation Assistant and IT/Reference Librarian to increase the grade. Beth told the board that starting hourly rates are higher in other Towns. Maria noted that two of the starting rates Beth cited are for Assistant Librarian positions.

Beth told the board that the IT Librarian has taken on many of the responsibilities that the Town's outside IT consultant handles and that the circulation assistants are helping people learn how to download materials to e-readers and cell phones.

Ken asked if these changes have required any special training or certifications. He noted that wording changes don't always lead to an increase in grade.

Members agreed to look at Beth's proposed changes to see if the job descriptions have changed enough to move the grades higher. Ken stated that it would be a unique situation for the Board to approve job descriptions that would lead to grade changes outside of a Classification and Compensation Study. The only time the board does this is for new positions as was done last year. Grade changes require approval at Town Meeting.

Maria and Beth will work together to incorporate her proposed wording into the job descriptions.

Old Business;

Shellfish laborer job description: At the request of the Town Administrator, review of a job description for a shellfish laborer was tabled to the November meeting.

Harassment Prevention Policy: Maria provided members with examples of harassment policies that cover all types of harassment and discrimination against protected classes. This discussion was tabled to the next meeting.

Administrative:

Noted for the record:

Completion of Probationary period- Officers Skip Manter and Jeremie Rogers

Vacation carry-over letter: Jane Rossi (Planning)

There being no further business to discuss, the meeting was adjourned at 5:45PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED