

WEST TISBURY PERSONNEL BOARD
MINUTES
January 26, 2017

PRESENT: Jerry Gallagher, Matthew Gebo, Norm Perry Ben Retmier, and Kenneth Vincent

STAFF: Maria McFarland

The meeting was called to order at 5:10 PM.

Minutes: The minutes of the December 12 meeting were approved as amended. Norm and Jerry abstained.

Performance Evaluations: A motion was made and seconded to approve the following performance evaluation with one step increases as requested:

Margo Erbany-Joyce (Fin Comm)
Matt Gebo (Police)
Maureen Hall (Library)
Rebecca Conor (Parks & Rec)
Julieanne Wilson (Parks& Rec)
Ernie Chaves (Parks & Rec)

Vote on the motion: 4-0-1. Matthew abstained.

Old Business:

Bylaw on Establishment of Personnel Board: After discussion a motion was made and seconded to submit an article for the Annual Town Meeting to revise the general bylaw establishing the Personnel Board by deleting the residency requirement and providing for an employee representative to sit on the board. The vote on the motion was 4-0-1. Matthew abstained.

Administrative:

2016 Annual Report: A motion was made and seconded to approve the draft of the annual report as amended: All in favor.

Summer Job Applications: At the request of the Parks & Re committee, members reviewed the town job application to determine if a pared down version of the job application could be developed for summer hires. After discussion, the board declined to create a summer job application.

Bylaw Revisions: Members reviewed the wording for several changes to the Personnel Bylaw were discussed. A motion was made and seconded to approve the language of the following proposed changes:

To see if the Town will vote to amend the Personnel Bylaw to read as follows, the amended text appearing in bold print:

By adding the following new subsections to Section 9 Police Department

9-7 Shift Differential

Full time officers assigned to work evening shifts between the hours of 4pm and 2am shall be paid an additional \$2.00 per hour added to their base pay.

Full time officers assigned to work an overnight shift between the hours of 11pm - 8am shall be paid an additional \$2.50 per hour added to their base pay.

This shift differential applies to base pay only and shall be not added to overtime hours.

9-8 Working on Vacation

Full time officers, who are on a vacation day for their scheduled shift, may work overtime shifts that are being filled on a rotational basis for that day.

The vote on the motion was 4-0-1. Matthew abstained.

Members decided not to make any changes to the Section 12-4 Illness in Immediate Family. Approval of changes to Section 16 covering Family Medical Act Leave was tabled to the next meeting.

Administrative

The following paperwork was signed:

Job Certification form for 3 new part time Library Circulation Assistants
Job Certification forms for 5 part-time winter Recreational (Theatre/Art & Chess)
Instructors

Noted for the record:

Approval of Vacation Carryover letter (Police)

Notice of Change of status (Police and Library)

Notice of Separation Benefits (Police)

The next meeting will be February 6 at 5:00 PM. There being no new business to discuss, the meeting adjourned at 5: 45 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED