

WEST TISBURY PERSONNEL BOARD  
MINUTES  
November 15, 2018

**Present:** Leon Brathwaite, Ben Retmier, Rachel Rooney and Kenneth Vincent,

**Absent:** Norm Perry

**Also present for all or part of the meeting:** Rob Hauck, Beth Kramer, Bea Phear and Jen Rand

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

**Minutes:** The minutes of the October 22 meeting were approved by a vote of 2-0-2. Ben and Rachel abstained.

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

Maureen Hall (Library)

Amy Hoff (Library)

Omar Johnson (BOH)

Garrison Vieira (Police)

The evaluation for Beth Kramer was also approved. Beth is at the top step on Grade 7.

**New Business:**

**Community Preservation Committee (CPC) request for step increase after probationary period:**

Members reviewed a written request from the CPC to provide a 4 step increase to their staff person. Bea Phear, the CPC Chair was present to discuss her request with the board.

Maria provided members with a spreadsheet showing what other island towns pay for this position.

The criterion for starting at a higher step is spelled out in section 7-4 of the Bylaw as follows:

7-4 Starting Rates for New Appointments. Persons appointed to positions shall be paid at the minimum wage rate, except that, however, the Appointing Authority may recommend compensation at a higher rate on the basis of exceptional qualifications or a lack of qualified applicants available at the minimum rate. Such a request shall be made to the Personnel Board in writing by the Appointing Authority at the time of employment or at the expiration of the probationary period. The Personnel Board shall approve or disapprove the request.

Members also reviewed the CPC Administrative Assistant job description. The education requirement is a high school diploma and 2-4 years of administrative experience. Heidi has 4 years of experience as the CPC staff person in Vineyard Haven where she is a contract employee. She has also been the Executive Director of a non-profit. It was noted that applicants are given the job description and the wage range when they apply for the position.

Leon asked if Bea was asking for the step increase to be retroactive to Heidi's hire date. Bea said yes. She explained that she was aware that she could have asked the Board for permission to offer this position to Heidi at a higher starting rate, but circumstances didn't allow her to do so.

Ken said he was concerned with the precedent this would set. Ben said he would be willing to approve a 3 step increase and stated that anything higher would set a precedent. Rachel agreed.

Leon noted that the anniversary date would stay the same.

Ben and Leon expressed the assumption that the 3 step increase wouldn't change anything in regard to the annual evaluation. Members agreed that if there was any disagreement on the matter it would be resolved by the members when her annual review is submitted.

A motion was made and seconded to approve a 3 step increase retroactive to the date of hire. The vote on the motion was 3-0-1. Rachel abstained.

**FY2020 Wage Adjustment:** Based on the September 2018 Employment Cost Index, a motion was made and seconded to recommend a 2.3% wage adjustment for FY2020, for both year-round and seasonal employees, subject to approval at Town Meeting. The vote on the motion was 3-0-1. Rachel recused herself from the discussion and vote.

**Library Grievance Procedure:** Mr. Hauck explained the reasons the Board of Trustees would like a separate grievance process that would augment the policy in the Personnel Bylaw. He stated that this policy is an attempt to supplement what is in the Personnel Bylaw so that the Board of Trustees can carry out its responsibilities to the staff and the director. The Board of Trustees is an elected board. They would like a more nuanced grievance procedure so that complaints can be heard and responsibilities of the staff, the director and the board can be clarified. Their goal is to provide a means to mediate difficulties before they reach the level of a grievance under the Personnel Bylaw.

Members reviewed the definitions of Department Head and Appointing Authority and the wording of the grievance provisions of the Bylaw.

Under the Personnel Bylaw, the "Department Head" means the official, individual, board, or other body directly responsible for supervising a department's operations and activities. Where the employee in question is the Department Head or the only employee, the Appointing Authority shall be deemed the Department Head.

"Appointing or Hiring Authority" means any board or official authorized by General Law or otherwise to appoint employees. An employee of an elected board shall be hired by the board; an employee of an appointed board shall be hired by the Board of Selectmen. As the Board of Trustees is an elected board, they hire the Library Director and would be the Department Head in the instance where the employee in question is the Department Head.

Leon asked Mr. Hauck what the Library Trustees are trying to address that is not currently addressed in the Bylaw. Mr. Hauck replied that the Bylaw allows an employee to bypass the board of Trustees and go right to the Personnel Board.

Ken stated that he did not see how the Board of Trustees is bypassed given the definitions noted above.

As Beth is the Department Head, grievances (whether between staff or with the Library Director) go to her first and if the grievance is against Beth as the Department Head it would go to the Board of Trustees.

Beth explained that attorney Caroline Flanders, Chair of the Trustees, thinks that the Bylaw is ambiguous with respect to the role of the Trustees.

Beth was asked what changes would need to be made to the Personnel Bylaw to clarify grievances against the Director and the role of the Trustees in such matters.

Beth replied that she could not speak for Caroline and she did not know if Caroline thinks there should be a revision to the Personnel Bylaw. She asked that this discussion be tabled to a future meeting.

**Old Business:**

**Library job descriptions:** Maria reported to the board that she and Beth met and reviewed the list of possible changes Beth submitted to the Board at the October meeting. Many of the changes are already reflected in the job descriptions. Maria and Beth also reviewed a list of possible changes submitted to Beth by the Reference/IT Librarian and determined which changes are already covered in the Reference/IT Librarian description. Beth asked to have this review tabled to the December meeting to give her time to meet with the Reference/IT Librarian and to work on revisions. No action was taken.

**Old Business;**

**Shellfish Agent job description:** Members reviewed the proposed job description that would add a Shellfish Agent position to the year round classification plan. Jen Rand was present to answer questions. After discussion, a motion was made and seconded to place this position on Grade 3 of the Year Round Classification Plan, subject to approval of Town Meeting. All in favor.

**Harassment Prevention Policy:** Discussion of revisions to the current policy was tabled to the next meeting.

**Administrative:**

Classification and Compensation Study/ Request for Quotes (RFQ): Members were given a draft of an RFQ for a study in FY2020 for discussion at the December meeting. No action was taken.

**The following documents were signed:**

Job Certification Forms;

- Finance Committee Administrative Assistant
- Police Department

**Noted for the record:**

Letters regarding completion of probationary period

- Kimberly Andrade (ACO Assistant)
- Heidi Dietterich (CPC)
- Matthew Gebo (Police/ Promotion to Sargent)
- Kathleen Hoffman (ACO Assistant)
- Vacation carry-over letters Omar Johnson (BOH and Jeffrey Fisher (Building)

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

Respectfully submitted,

Maria McFarland  
Board Administrator  
APPROVED