

WEST TISBURY PERSONNEL BOARD
MINUTES
JULY 11, 2016

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

STAFF: Maria McFarland

ALSO PRESENT FOR ALL OR PART OF THE MEETING: Kathy Logue

The meeting was called to order at 5:05 PM.

Minutes The minutes of the June 13 meeting were approved as written. Vote- 4-0-1 Ken abstained.

Performance Evaluations: A motion was made and seconded to approve performance evaluations and step increases for Danial Durawa and Matt Mincone, police department and Dwight Kaeka, Jr. Highway Department. Vote- 4-0-1 Matt abstained.

A motion was made and seconded to approve and sign performance evaluations for Maria McFarland, Conservation and Jesse Oliver, Highway Department. Both employees are at the top step on their grade. All in favor.

Old Business:

Personnel Bylaw Review: Kathy Logue, Treasurer, was present to discuss possible revisions to the bylaw including reducing the amount of vacation time employees are allowed to carry over and increasing the number of days employees are allowed to use to attend to family who are ill.

Kathy asked the board to look into phasing in cutbacks in how much time an employee can carry over. This is primarily an issue when employees retire because of the cost of separation benefits for unused and accrued vacation time.

Kathy said that she feels departments do not apply the use of sick time for family members consistently. Some departments are very strict about limiting the number of days an employee can use to 7 and others are more flexible.

The Board has looked at the issue before. They did not feel a need to change this policy. If an employee needs more time, the Family Medical Leave provisions apply.

With respect to sick time Kathy said she is seeing a pattern of some employees habitually using sick days with no documentation provided as to the need for frequent intermittent absences.

Kathy also pointed out a confusing provision in the sick bank policy/rules that limits the maximum number of days to be held in the sick bank to 250. Maria was instructed to speak with the Town Administrator who is responsible for running the sick bank committee to see if the committee wants to make a revision to the rules to clarify this issue.

A motion was made and seconded to send a memo to all staff, department heads and committee/board chairman, covering the use of vacation time and sick time and an explanation of the procedures to be followed to comply with the Family Medical Leave Act. All in favor.

Administrative:

The following paperwork was signed:

Job Certification Forms/ Library Circulation Assistants (4)
Job Certification Forms/Library:
Ref/IT Librarian
Head of Circulation
Programming/Administrative Assistant
Seasonal Library Page

The following paperwork was noted for the record:

Correspondence:
In: Vacation Carry-over approval letters:
Council on Aging (2)
Library
Police Department (2)

There being no new business to discuss, the meeting adjourned at 6:15 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED