

WEST TISBURY PERSONNEL BOARD  
MINUTES  
March 13, 2017

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

**STAFF:** Maria McFarland

**Also present for all or part of the meeting:** Clair Harrington, Kathy Logue and Skip Manter

The meeting was called to order at 5:25 PM.

**Minutes:** The minutes of the February 6 meeting were approved. Matthew abstained.

**Performance Evaluations:** The performance evaluation for Ginger Norton, Library was approved with a one-step increase. All in favor.

**Old Business:**

**Sick Bank and Employee Representative Election Procedures:**

Members followed up on a discussion about the last Sick Bank Election by clarifying how the Sick Bank and Employee Representative elections should be handled. After discussion, the following procedures were approved. Matthew abstained from the vote:

Going forward, the Personnel Board will handle the election for the Sick Bank and the Town Administrator will handle the Employee Representative election.

**Procedures:** An email and hard copy memo will be sent to all staff at the appropriate time asking for nominations. People will have two weeks to put their name up for consideration. The deadline date and time to submit names will be stated in the email. If no names are submitted, volunteers may be solicited.

A second email with hard copy memo will be circulated listing the names of the candidates and will include the deadline for voting. Voting will be open for one week. Voting will be done by giving written response to the department running the election.

Review of Bylaw amendments with employees:

Clair Harrington was present to ask what the Personnel Board saw as the upside to the Town and the downside to employees with the proposed change to the FMLA provision of the bylaw. Ken explained that the way the bylaw is currently worded it leaves it up to each department to make its own decision and that to lead to

inequities. By requiring an employee to use their sick time concurrently, the Town is in compliance with the Federal regulations that states the Employer may require the use of paid leave. By allowing the employee to reserve one week of vacation time, they will not have to use this time concurrently with FMLA leave.

Kathy Logue reminded that it has been the Town's practice to require the use of paid sick time concurrently with FMLA leave.

Following a lengthy discussion, a motion was made and seconded to withdraw the article on FMLA at Town Meeting. The vote on the motion was 1-3-1. Motion failed.

Shift Differential: Kathy Logue spoke against the proposed shift differential for the Police Department as both an employee and as the payroll administrator. She said it is going to be difficult and confusing to make it work in payroll.

She said that she is ok with the 11PM to 6 AM shift but thought that to have a pay differential for a shift that starts at 4PM was unfair to all the town employees who work after 4 PM and that based on the last compensation and classification study, the Police Officers are being paid at or above the median wage rate of all the towns in the compensation study. She thought this change should not be made until the next study is completed.

Kathy was advised to work with the Chief to ensure that payroll is submitted in a manner that makes it easy for her to process, and if it is not, to reject it until it is. Skip said it was the nature of police work and common practice.

### **Administrative**

**Police Department:** The Board approved the request of Chief Rossi to promote Garrison Vieira to the Sergeants position.

The following paperwork is noted for the record:

Letter of acknowledge for the Animal Control Officer

Letter from the Board of Health regarding completion of the probationary period for the Health Agent.

There being no new business to discuss, the meeting adjourned at 6: 00 PM

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED

