

TOWN OF WEST TISBURY
PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE:

Assistant Director (Council on Aging)

JOB CLASSIFICATION:

Assistant Director (Council on Aging)

JOB ADVERTISED/POSTED
(LIST DATES AND PLACES)
(Attach copy of ad):

M.V. Times: November 18 & 24
Vineyard Gazette November 19 & 26

APPLICATIONS RECEIVED:
(Attach originals)

Doreen Anderson
Karen Baker
Anna Barber
Yun Chang
Bethany Hammond

Received - not interviewed
↓
Janyla Larsen
Kim Leonard
Lauren Moore
(Brooke Emin withdrew application)

APPLICANT SELECTED:

Bethany Hammond

DOCUMENTATION OF REFERENCE CHECKS:
(List references that were contacted)

Jayne Albertine (current supervisor)
Amy Kullar
Michele Dupon

Official Start Date

**If this date changes contact the PB

January 12, 2022

STARTING WAGE: GRADE 6 STEP 2 RATE 33.01

APPROVED:

CHAIR, PERSONNEL BOARD/DATE

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Principal Assessor

JOB CLASSIFICATION: Grade 9

JOB ADVERTISED/POSTED
(LIST DATES AND PLACES)
(Attach copy of ad):

MV Times 1/13 and 1/20
Vineyard Gazette 1/14 and 1/21
MMPA website 1/11
MAAO website 1/11
Town Website 1/11
Town Hall Lobby 1/11

APPLICATIONS RECEIVED: MacGregor Anderson
(Attach originals) Emma Kiley Bryant

APPLICANT SELECTED: MacGregor Anderson

DOCUMENTATION OF REFERENCE CHECKS:
(List references that were contacted)

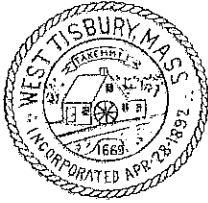
Patti Roads
Ewell Hopkins
David Bailey

Official Start Date Mach 7, 2022
**If this date changes contact the PB

STARTING WAGE: GRADE 9 STEP 4 RATE \$48.44

APPROVED:

CHAIR, PERSONNEL BOARD/DATE



TOWN OF WEST TISBURY
PERSONNEL BOARD

P.O. BOX 278
WEST TISBURY, MA 02575
508-696-6404
personnel@town.west-tisbury.ma.us

EMERGENCY EMPLOYMENT NOTICE

DEPARTMENT: Council on Aging

DATE:

To the Personnel Board:

I hereby report the EMERGENCY employment of

JENNIE GADOWSKI

Address: 36 BP Hayden way PO Box 609 WT

Position: Administrative Assistant

Social Security No. 0066421314 Date of Birth: 04/02/1956

Grade 3 Step 1 (\$23.62)

(The employee will be paid at the same grade, but not necessarily the same step, as the employee being replaced.)

Start Date: February 7, 2022 End Date (Not to exceed 45 days) _____

Every emergency appointment may only be for forty-five (45) days. If it becomes clear that the position will continue to be open, the Department Head must advertise the position as a temporary position in accordance with the procedures set forth in the Personnel Bylaw and hiring handbook.

Jane Albertine
Department Head Signature

Personnel Board Signature

Personnel Board

From: Joyce Albertine <coa-director@westtisbury-ma.gov>
Sent: Tuesday, February 1, 2022 9:27 AM
To: Personnel Board
Subject: Re: Emergency Hire Paperwork

Deadlines for applications Outreach Coordinator and Administrative Assistant are February 4, and February 18, respectfully, as stated in the help wanted advertisements in MV Times and Vineyard Gazette. I forwarded the advertisements to the Personnel Board.

Joyce Albertine, Director

On 1/31/2022 3:28 PM, Personnel Board wrote:

Hi Joyce,

Thanks for the paperwork to have Jennie fill in for the AA position. Can you please send the board a short email regarding where things stand with the hiring process for the Outreach Coordinator and the AA. As Jennie has filled in at two different positions, it will explain why you are requesting her employment for another 45 days.

Hope you are getting a bunch of applications.

Maria

--

Joyce Albertine, LSWA
Director
UP-Island Council on Aging
508-693-2896



WEST TISBURY PERSONNEL BOARD
P.O. Box 278
West Tisbury, MA 02575
personnel@westtisbury-ma.gov

NOTICE OF CHANGE OF STATUS
(TERMINATION OF EMPLOYMENT, LEAVE OR OTHER)

DATE:

Notice is hereby given that Diana BRAILLARD
(name)
classified as ADMINISTRATIVE at \$ 26.04 per hour
(job title) Assistant

HAS RESIGNED effective _____

HAS RETIRED effective _____

WAS DISCHARGED effective February 4, 2022, at 3:30 PM

HAS DIED (provide date of death) _____

IS ON SICK LEAVE WITH/WITHOUT PAY*

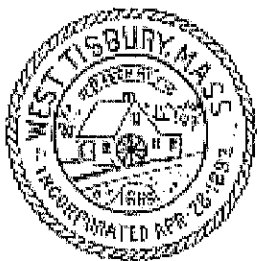
IS ON OTHER LEAVE WITHOUT PAY*

HAS CHANGED NAME BY MARRIAGE TO _____ effective _____

OTHER CHANGE OR COMMENT: _____

* THE ABOVE CHANGE DATES FROM: _____ UNTIL
APPROXIMATELY _____

Jane Albertine
DEPARTMENT HEAD/CHAIR PERSON



WEST TISBURY PERSONNEL BOARD
P.O. Box 278
West Tisbury, MA 02575
personnel@westtisbury-ma.gov

NOTICE OF CHANGE OF STATUS
(TERMINATION OF EMPLOYMENT, LEAVE OR OTHER)

DATE: January 27, 2022

Notice is hereby given that Dawn Barnes classified as Principal Assessor at \$ 58.87 per hour :

HAS RESIGNED effective January 21, 2022

HAS RETIRED effective _____

WAS DISCHARGED effective _____

HAS DIED (provide date of death _____)

IS ON SICK LEAVE WITH/WITHOUT PAY*

IS ON OTHER LEAVE WITHOUT PAY*

HAS CHANGED NAME BY MARRIAGE TO _____ effective _____

OTHER CHANGE OR COMMENT: _____

* THE ABOVE CHANGE DATES FROM: _____ UNTIL
APPROXIMATELY _____

DEPARTMENT HEAD/CHAIR PERSON



Town of West Tisbury Police Department

on
The Island of Martha's Vineyard
West Tisbury, Massachusetts 02575
508-693-0020

Matthew L. Mincone
Chief of Police

To: West Tisbury Personnel Board

From: Matthew L. Mincone, Chief of Police

Re: Vacation Hold Over/Det. Nik Wojtkielo

Date: 01/31/2022

Dear Board Members,

Per By-Law 11-3 (Vacation Time) I'm authorizing Nikolaj Wojtkielo, member of the Police Department, to hold over 60 hours of accrued vacation time. Det. Wojtkielo has a hiring anniversary date of 02/01.

Sincerely,

Matthew L. Mincone
Chief of Police