

WEST TISBURY PERSONNEL BOARD
MINUTES
April 22, 2019

Present: Leon Brathwaite, Ben Retmier, Rachel Rooney Norm Perry and Dianne Powers
Also present for all or part of the meeting: Skip Manter, Matt Mincone and Jen Rand

The meeting was called to order at 4:04PM.

Minutes: The minutes of the March 11 meeting were approved.

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

- Bradley Cortez (Police)
- Jeremie Rogers (Police)
- Emily Milstein (Library)

New Business:

New Police Department form for evaluations: Chief Mincone was present to answer any questions on the new Police Department evaluation form. Matt said he liked this form as it provides definitions that will help standardize the evaluation process. The form is very comprehensive and is the same one used by the Town of Edgartown.

Human Resources Services Contract: Members reviewed the standard town contract. The only revision will be a progress payment schedule to be submitted by the contractor. Jen answered questions. The board agreed that Maria and Jen would work out the progress payment schedule with the consultant. Jen and Bruce will then sign the contract.

Revisions to Sick Bank Committee Rules and Regulations: Under Section 12-11b of the Personnel Bylaw the committee is empowered to make rules and regulations consistent with the intent of the Bylaw.

Jen Rand, a member of the Sick Bank Committee was present to discuss the revision to the sick bank policy that clarifies that any used sick bank time not repaid to the sick bank at the time of separation from employment, would be deducted from the employee's separation benefit.

Jen said she was not opposed to removing this language, but noted that it has been the policy since the inception of the Sick Bank in 1997. If the employee doesn't have any sick time left they are not penalized.

Members reviewed a spreadsheet showing the wording of several sick bank policies. Some require used sick bank days to be repaid and unused sick bank days to be returned to the sick bank. Several had language regarding donation of sick bank day upon leaving town

employment. None required that any days used, but not repaid prior to leaving town employment, be deducted from an employee's separation benefits.

A motion was made and seconded to recommend that the Sick Bank Committee delete this requirement from the policy or do further research on this issue and come back to the board with the results. All in favor.

Old Business:

Library Grievance Policy: The policy was revised to change the language regarding executive session. Leon said he thinks the policy should cite the actual state law chapter (MGL Chapter 30A sec 21 rather than "executive session in accordance with applicable law". The board decided the wording was fine as is. No action was taken.

Harassment Prevention Policy: Members reviewed and edited the draft document. Leon suggested the board develop an standard form to be used by an employee making a request for reasonable accommodation. Members agreed. Maria will create a form.

A motion was made and seconded to ask the Board of Selectmen for permission for access to town counsel in order to have the policy reviewed. All in favor.

Administrative:

The following paperwork was signed:

Library/ Reclassification of IT Librarian position/ Grade/step increase form
Job Certification forms
Circulation Assistants (3):

The following paperwork was noted for the record:

Letter from COA re: successful completion of probationary period and review for COA administrative clerk
Letter from Tisbury Police Department re: service of Jeremie Rogers.

There being no further business to discuss, the meeting was adjourned at 5:33PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED