

WEST TISBURY PERSONNEL BOARD  
MINUTES  
November 4, 2019

**Present:** Leon Brathwaite, Ben Retmier, Rachel Rooney, and Dianne Powers

**Absent:** Norm Perry

**Also present for all or part of the meeting:** Dawn Barnes, Beth Kramer, and Kathy Logue

The meeting was called to order at 5:02PM.

The minutes of the October September 9 meeting were approved. Leon abstained.

**Performance Evaluations:**

A motion was made and seconded to approve the following performance evaluations for Diana Brailard (COA), Louise Gilpin, and Dee Leopold (Library), each with a one- step increase. All in favor.

**New Business**

**FY2021 Wage Adjustment:** Members reviewed the September 2019 Employment Cost Index (Table 11:12 month percentage change for state and local government workers), and spreadsheets prepared by staff and the Town Accountant. After a brief discussion a motion was made and seconded to recommend a 2.7% wage adjustment to the FY2021 year round and seasonal wage scales for Town Meeting approval. The vote was 3-0-1. Rachel abstained.

**Local Inspector/ Request for payment in lieu of vacation time (Section 11-7):**

Members reviewed a letter from the Building Inspector which approved a request by the Local Inspector to be paid while working on vacation due to a personal situation. The request asked the Personnel Board to waive the provisions of Section 11-7 of the Personnel Bylaw that requires an employee to have 10 years of service in order to work and be paid in lieu of vacation time. The request is to be paid for 34.9 hours of vacation time. There is precedent for the board to approve such a waiver. A motion was made and seconded to approve this payment. All in favor.

**Old Business:**

**Classification and Compensation Study: Discussion of Appeals Process:**

Members reviewed a draft policy on appeals and appeal form received from Human Resource Services. The Board discussed and edited the language of the appeals policy and form for submitting an appeal.

Members fielded questions from Dawn, Beth, and Kathy about how the process would work. Staff present expressed their concerns about several matters including the quality of their employee interviews, a perceived lack of transparency with the how these studies are conducted the ranking process and access to job descriptions.

At the request of Beth and Kathy, copies of the 2015 job descriptions will be posted on the Personnel Board's web page on the town website. (A copy of the 2019 Classification and Compensation Study has also been placed on the front page of the web site.)

The appeals policy and form along with the final version of the job description prepared by the consultant and a clean copy of the PAQ will be sent to those who have already notified that board that they would like to appeal. A general email will be sent to the rest of the staff so that all staff will know about the appeal process. The deadline to file an appeal will be November 22. Appeals will be heard on December 2 at 10 minute intervals. All appeals will be taken under advisement by the board and decisions made at the December 9 meeting.

**Administrative:**

**Consultant Bills:** A motion was made and seconded to pay the fourth and final installment payment to Human Resources Services in the total amount of \$ 3,750. All in favor.

**The following documents noted for the Record:**

Vacation Carry-over letters:

- Animal Control Officer

Notice of Change of Status:

- Library Programming Coordinator/ Name change
- Circulation Assistant resignation

There being no further business to discuss, the meeting was adjourned at 5:45PM.

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED