

Town of Littleton  
Personnel Committee Meeting  
January 22, 2009

Those present: Joe Gaffney, Allen McRae, Kathy Coughlin, Don Smith, Keith Bergman, Alex McCurdy and Roland Bernier

Also attending: Ann Essman, Assistant Treasurer; Anita Harding; Kate Hodges, PR&CE Director; Brian Richter, PR&CE Commission Chair.

Meeting opened at 8:30

### **Approval of Minutes**

The Minutes of January 8, 2009 were approved.

### **Sick Time Usage**

Anita Harding asked the Board to clarify the use of sick time. Past practices vary from department to department. Ann Essman would also like to have the use of sick time clarified. A discussion followed. Keith Bergman suggested that a policy should be written by the Board rather than change the Bylaw itself. Allen McRae expressed his opinion that allowing employees to use sick time for medical appointments makes good economic sense. Ann Essman would like to have the policy as soon as possible in order to get it out to the department heads. Kathy Coughlin suggested that it also be given to each employee covered by the policy. The development of a sick leave policy will be on the agenda for the next meeting.

### **Step Increases/Payroll Authorizations**

#### ***PR&CE Department Compensation Chart Step Increases***

Camp Director – Tahattawan – PR&CE - Step Increase -Review completed, moved from Grade 7 Step 3 to Step 4.

Camp Counselor – Prouty –PR&CE – Grade 3 Step 1

#### ***Bylaw Compensation Chart Step Increases***

Senior Librarian – Library – Review completed – moved from Grade 8 from Step 6 to Step 7

Senior Library Technician – Library – Review completed – moved from Grade 5 from Step 3 to Step 4

### **PR&CE – Program Specialist**

Kate Hodges and Brian Richter discussed the new PR&CE Program Specialist position. The intention is to combine two part time positions (one of them currently unfilled) into one full time position. The reorganization would create a more efficient department while employing fewer people. Their expectation is that filling the new position will be less expensive than the cost of filling the two part time positions. Alex McCurdy advised them that there is a hiring freeze on all positions under the control of the Board of Selectmen. Only essential positions are to be filled. The Board of Selectmen hoped that other appointing authorities would also have a hiring freeze. Brian realizes this and, although this is a new position, it would not add additional staff but would combine two positions. He also stated that the position is an essential position. Alex McCurdy and Roland Bernier will rate the new position in time for the next meeting. Keith Bergman said that the Board of Selectmen have a procedure for exemptions to the hiring freeze and suggested that the PR&CE voluntarily attend a meeting and advise the Board of Selectmen of their intention.

### **PR&CE – Seasonal Employees**

Kate Hodges and Brian Richer also discussed the Seasonal Staff at the PR&CE Department. At the end of each season the Seasonal Staff receives their review and are laid off. They then can withdraw their contributions to the OBRA retirement plan and escape the OBRA fees. This means that each season the Seasonal Positions are new openings and would fall under the hiring freeze. Keith Bergman again suggested that the PR&CE Director go before the Board of Selectmen and inform them of the Departments plans for these Seasonal Positions. Keith will put the information into a memo packet for the Board of Selectmen.

### **Appointing Authorities and Disciplinary Actions**

Kate Hodges and Brian requested clarification of a disciplinary action process; specifically who has the authority to firing an employee. Keith Bergman explained that the appointing authority in each department that has the power to hire also has the power to fire. He also stated that the effected employee has the right to appear before the appointing authority as part of the firing process. The employee may choose to resign before being firing and often does. The non appointing authority department head may place the employee on paid leave until the firing process is completed.

### **COA New Hire**

It was brought to the attention of the Board that the COA is hiring a dispatcher for an open position. A discussion followed covering the hiring freeze, who the hiring authority was as this would be a MART position. This will be discussed further at the next meeting.

### **Bylaw Review for 2010 ATM Positions on Bylaw Chart**

Kathy Coughlin and Ann Essman will work to provide e-copies of all positions to be listed on the chart along with the position approval date, and grade. Some titles are not clear: Clerk, Department Clerk, Administrative Clerk and Administrative Assistant. Ann would also like to have the correct job description titles for her files for each employee.

### **Employee Review Process**

Keith Bergman notified the Board that there will be presentation of the new review process for all appointing authorities on Monday night February 2.

The next meeting: Thursday, February 5, 2009 8:30AM Room 103, Town House

### **Proposed Agenda**

- Open Meeting
- Approve minutes
- Step Increases
- Job Descriptions
  - Cemetery
  - On Call Firemen
  - P& R Seasonal Positions
  - P& R Program Specialist
  - Reserve Police Officers
- Review of Personnel Bylaw

Meeting adjourned at 10:30AM

Respectfully submitted,  
Kathy Coughlin, Clerk