

Town of Littleton  
Personnel Committee Meeting  
October 30, 2008 8:30 AM

Those present: Joe Gaffney, Alex McCurdy, Kathy Coughlin, Allen McRae, Don Smith, Keith Bergman and Roland Bernier  
Also attending: Ann Essman, Assistant Town Treasurer; Bonnie Mae Holston, Town Accountant; Sandy Stapczynski, HRS, Inc.

### **Approval of Minutes**

The Minutes of October 16, 2008 were approved as amended.

### **Employee Appraisal System**

Sandy Stapczynski presented the Board with draft Bylaw employee Appraisal forms. Form 1 was a simpler, two pages in length form containing seven performance criteria upon which the employee would be evaluated. Form 2 was a four page form containing the seven performance criteria, five performance objectives and a performance objective planning section. The Board discussed each aspect of the forms. An appointing authority may use either form for its employees. Sandy will provide a handbook that will give guidelines for the use of the forms.

Sandy was asked to return to the Board on November 13 with the redraft of the forms and a draft of the handbook. Keith Bergman will do a BETA test using the new forms and handbook before adopting the system. There would then be training for the appointing authorities. The Board also asked that the forms be able to be filled out online and handbook be available online.

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

Assistant Accountant – Step Increase -Review completed, moved from Grade 7 Step 5 to Step 6

Fire Fighter – Payroll Authorization for pay increase – approved per past practice

Administrative Assistant – Police Department Payroll Authorization - approved the payroll authorization for the newly hired Administrative Assistant in the Police Department as a Grade 6 Step 3

P/T Dispatcher (Communication Officer)/Matron – Payroll Authorization – The payroll authorization placed the pay rate (\$17.86) on a Grade 5. No job description exists for this position. A job description for a P/T Dispatcher is in the process of being rated. It is awaiting clarification by the appointing authority. A job description for a Full Time Dispatcher was rated in 2001 as a Grade 4. A motion was made, seconded and unanimously approved to approve the payroll authorization for the new Part Time Dispatcher (Communication Officer) as a Grade 4 Step 3 (\$16.64).

### **Code of Conduct and Ethics**

Alex McCurdy presented the Board with copies of a proposed Code of Conduct and Ethics which he has introduced to the Board of Selectmen. It is his intent to have the Code become the policy of the Town and to make it clear to all boards and commissions the conduct and ethics that is expected of them. The proposed Code is drawn from two other towns' codes and, in some areas, goes above the State Code. He feels this will be a great preventative tool. Keith Bergman would like to use the Code to train board and commission members. He suggested having a joint appointing meeting at which time each member would be given a handbook including the Code and have each member sign on to the policies. Alex is looking for comments and support to make it a model policy.

Next meeting: Thursday, November 13, 2008 8:30AM Room 103, Town House.

### **Agenda**

- Open Meeting
- Approve minutes
- Step Increases
- Mark Rate Adjustments
- Review Process update
- Job Descriptions
  - Cemetery
  - P/T Dispatchers
  - On Call Firemen
  - P& R Seasonal Positions
- Review of Personnel Bylaw

Meeting adjourned at 11:05AM  
Respectfully submitted,  
Kathy Coughlin, Clerk