

Town of Littleton
Personnel Committee Meeting
November 13, 2008 8:30 AM

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

Absent: Allen McRae

Also attending: Ann Essman, Assistant Town Treasurer; Kate Hodges, PR&CE Director, Brian Richter, Chair, P&R Committee; Sandy Stapczynski , HRS, Inc.; Carol Arnold, HRS, Inc.

Approval of Minutes

The Minutes of October 30, 2008 were approved as presented.

Park, Recreation & Community Education

Kate Hodges presented the Board with job descriptions for seasonal/temporary positions and for an Assistant Director.

The PR&CE will eliminate the P&R Coordinator position and replace it with the Assistant Director position. Kate Hodges and Brian Richter stated that the current Coordinator actually has been spending much of her time assisting the director. This position will be rated immediately and placed on the Compensation Plan.

The seasonal/temporary employees work approximately 6 – 8 weeks. Kate researched the pay rates used by other towns for these positions. She developed a separate pay schedule for the seasonal/temporary positions using the median of the other towns pay rates. These job descriptions will be rated in time to have them ready for the P&R summer hiring season.

Brian Richter asked whether the PR&CE Committee may shift some of its disciplinary powers to the Director. Discussion was held. The delegating would be done if immediate disciplining of a PR&CE employee is necessary. Keith Bergman said that an employee can be suspended with pay in order to remove them from a situation. However, since the PR&CE Committee is the hiring authority, they are the final authority for hiring and firing and an employee has the right to be heard before the hiring authority regarding any disciplinary issues.

Step Increases/Payroll Authorizations

Administrative Assistant - PR&CE - Step Increase -Review completed, moved from Grade 6 Step 3 to Step 4

Administrative Assistant – Building Dept. - Step Increase -Review completed, moved from Grade 6 Step 3 to Step 4

Step Interpretation

Ann Essman asked for a memo regarding the Step increase process. She wants to present it to the appointing authorities along with the request for them to do their review of their employee. Joe will get the memo to Ann.

Dispatcher Follow-up

The dispatcher position was rated as a Grade 4 according to the 2001 original Compensation plan and the new dispatcher was placed on this grade since it was the only rated job description available. The Board had asked Chief Kelly to contact them in order to answer questions regarding the new job descriptions that he gave to the Board but had not yet done so. He has now contacted Roland Bernier to discuss the description. In the absence of a new job description the old job description will remain in force.

Market Rate Update

Joe Gaffney is working on the Market Rate Study. He is reviewing both salary rates from other towns and within our town. The Board of Selectmen has a goal of having all personnel at 100% of the market rate. Joe suggested that the Personnel Board give the BOS a progress report on the study in order to reinforce the BOS goal. It was decided that the presentation be made in order to show how the employees pay rates compare to the goal of 100% of market rate. The Board will also notify the town accountant and the finance committee that reaching 100% market rate is the goal of the Board.

Review Process -HRS, Inc.

The Board was presented with the latest version of employee evaluation Forms 1 and 2. The forms are word documents that have the ability to be filled out online and printed out or emailed. Alex had received the forms before the meeting and had experimented with them. He felt that they were very easy to use. There was a discussion of the point system and adjustments will be made. If the form is used online all calculations will be done automatically. Sandy Stapczynski will make the adjustments and also provide a guide and other forms that the evaluator may find useful.

Next meetings: Thursday, December 4, 2008 8:30AM Room 103, Town House.
and Thursday, December 18, 2008 8:30AM Room 103, Town House

Proposed 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 10:05AM
Respectfully submitted,
Kathy Coughlin, Clerk