

Town of Littleton  
Personnel Committee Meeting  
December 4, 2008 8:30 AM

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

Absent: Alex McCurdy

Also attending: Ann Essman, Assistant Town Treasurer

### **Approval of Minutes**

The Minutes of November 13, 2008 were approved as amended.

### **Review Process -HRS, Inc.**

The Evaluation Forms were discussed. Kathy Coughlin tested the forms and guide and found areas that needed corrections. Keith Bergman will notify HRS, Inc.

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

**COA Director** - Step Increase -Review completed, moved from Grade 9 Step 3 to Step 4

### **Job Description Rated**

**PR&CE Assistant Director** job description was rated and graded by the Board. It was rated as a Grade 7. A motion was made, seconded and approved to accept the rating and grading of the PR&CE Assistant Director as a Grade 7 moving the employee from a Grade 5 to a Grade 7. The PR&CE board agreed that upon the acceptance of this position that the position of CE Coordinator would be eliminated. Allen McRae expressed concern regarding the process for creating a new position, funding of this upgrade and the PR&CE budget. At the PR&CE, the appointing authority has the ability to create new positions. In this case the increased expense will be covered by the PR&CE revolving fund.

### **P/T Dispatcher Rate of Pay**

Ann Essman pointed out that the pay rates for a P/T Dispatcher are set by union contracts through an agreement with the BOS. The union and non union rates of pay are the same. The Personnel Bylaw states that an employee can benefit from either a union contract or the bylaw, not both.

At this time the Personnel Board cannot interfere with the current union agreement. However, Keith Bergman stated that the union contracts will be renegotiated soon and this could be part of the discussion with the unions.

Don Smith suggested that the positions be rated and graded by the Personnel Board in order that approved job descriptions be available.

### **Market Rate**

Joe Gaffney is researching the market rates of all bylaw positions. It was suggested that he also research where the unions stand in relation to the market rates. The Board needs to be aware now of the effect moving Bylaw positions to market rate will have on non bylaw positions.

### **Personnel Situation**

Roland Bernier was requested by an employee to ask for the assistance of the Board in solving an ongoing situation between the employee and the appointing authority. The Bylaw does have a complaint resolution procedure. A discussion followed. It was suggested that a Board member speak with the employee and attempt to find a solution to the situation without going to the next step of the complaint resolution process. Roland Bernier and Kathy Coughlin will meet with the employee.

### **Bylaw Review for 2010 ATM**

The warrant for the 2010 will close by the 3<sup>rd</sup> week in March. Before the next meeting, Kathy Coughlin will email the Board a list of previously discussed areas in the Bylaw that may need updating or clarification. Ann Essman suggested inserting a section on Maternity Leave and a clarification of the use of floating holidays and comp time within a given period of time.

### **Updating Department Head**

Roland Bernier will update the Department heads regarding the Employee Evaluation Forms and process.

Next meeting: 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