

Town of Littleton
Personnel Committee Meeting
December 18, 2008 8:30 AM

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

Also attending: Marnie Oakes, Library Director; Jim Carozza, Library Trustee; Kate Hodges, PR&CE Director; Bonnie-Mae Holston, Town Accountant

Meeting opened at 8:30

Kathy Coughlin recused herself from the meeting as the topic that followed concerned her rate of pay.

Roland Bernier took the following minutes.

Library Presentation: Kathy Coughlin – employee for the Reuben Hoar Library recused herself during the presentation and discussion.

The presentation was given by Marnie Oakes and Jim Carozza regarding a step change for Reuben Hoar Library employee Kathy Coughlin.

- Request change of step for employee, Kathy Coughlin
- Kathy is currently on Step 4
- Request to be placed on Step 7
- Kathy Coughlin has worked for Reuben Hoar Library for 12 years and was improperly placed originally at the time of the Grade and Step Chart implementation.
- Cost of the reposition would be approximately \$1011.00 for fiscal year 2010

Discussion by the committee concluded that the Personnel Bylaw does not provide a process or procedure to approve a step and grade change for an existing employee outside of the normal process. Roland Bernier commented that if a new hire were to be hired for Kathy’s position the Personnel Bylaw does allow for assignment up to Step 7.

Kathy returned to the meeting at 9:20.

Approval of Minutes

The Minutes of December 4, 2008 were approved as amended.

Step Increases/Payroll Authorizations

Administrative Assistant – Fire Department - Step Increase -Review completed, moved from Grade 6 Step 4 to Step 5

Administrative Assistant – Highway Department - Step Increase -Review completed, moved from Grade 6 Step 6 to Step 7

Clerk – Town Clerk/Tax Collector - Step Increase -Review completed, moved from Grade 5 Step 4 to Step 5

PR&CE

Kate Hodges came to notify the Board that the PR&CE Board has approved the payroll authorization for the new job description, Assistant Director, at Grade 7

Bylaw Review for 2010 ATM

The warrant for the 2010 will close by the 3rd week in March. Kathy Coughlin presented the Board a list of previously discussed areas in the Bylaw that may need updating or clarification.

Review Process

Keith Bergman discussed the timing of annual reviews for the Bylaw employees. They are now done within 30 days of the employee's step date. Keith would like to give training to the appointing authorities in May of each year, have the employee reviews done immediately afterwards in June and have the actual Step increase take effect on the employee's step date. Alex McCurdy suggested that Keith ask the department heads whether they prefer that the reviews be done within 30 days of the Step increase or each June.

P/T Dispatchers

Don Smith suggested that the P/T Dispatcher positions be rated and placed on a separate salary chart. If the agreement between the Union and the Board of Selectmen is eliminated then the pay rates on the Bylaw chart will cover the positions. If a P/T Dispatcher's rate of pay is higher than the Bylaw rates, the pay rate for that employee will be red circled.

Code of Ethics

Alex McCurdy asked that the Board endorse the Code of Ethics that has recently been endorsed by the Board of Selectmen. Discussion followed. Allen McRae agreed with the spirit of the Code but not all of it. Don Smith suggested that we review the Code again before the next meeting and then vote. All current Personnel Board members, with the exception of Kathy Coughlin, are covered by the Code of Ethics as they are either hired by or appointed by the Board of Selectmen.

A motion was made to accept the Code of Ethics as adopted by the Board of Selectmen. The motion was moved and seconded and approved. AYE: Joe Gaffney, Kathy Coughlin, Alex McCurdy, Don Smith, Keith Bergman and Roland Bernier. PRESENT: Allen McRae

Next meeting: Thursday, January 8, 2009 8:30AM Room 103, Town House

Proposed Agenda

- *Open Meeting*
- *Approve minutes*
- *Step Increases*
- *Market 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*