

Town of Littleton
Personnel Committee Meeting
February 5, 2009

Those present: Joe Gaffney, Kathy Coughlin, Don Smith, Keith Bergman, and Alex McCurdy
Also attending: Ann Essman, Assistant Treasurer
Meeting opened at 8:30

Approval of Minutes

The Minutes of January 22, 2009 were approved as amended.

Step Increases

Finance Technician – Finance Department – Review completed – moved from Grade 4 Step 3 to Step 4

Job Descriptions to be Rated

PR&CE Seasonal job descriptions

These have been rated by the PR&CE Department but will be rated by the Personnel Board using the Bylaw rating system. Seasonal PR&CE staff will probably be placed on a separate chart within the Bylaw Compensation Chart.

PR&CE Pre-School Coordinator & Lead Coordinator

Cemetery Administrator

Cemetery Labor

Cemetery Grounds Keeper

Crossing Guard

Job Descriptions Rated

The ratings were done by Alex McCurdy and Roland Bernier.

PR&CE Program Specialist was rated a Grade 5. A motion was made, seconded and unanimously approved to place the position on Grade 5. Upon this approval the PR&CE position of PR&CE Assistant Coordinator was removed from the Bylaw Chart.

Reserve Police Officer was rated a Grade 7. A motion was made, seconded and unanimously approved to place the position on Grade 7.

Payroll Authorizations

PR&CE Pre-School Coordinator

Ann Essman presented the payroll authorization. This was a procedural item. A discussion occurred. In the past the staff in this position has been paid from the AP account as outside contractors. According to an interpretation of employee vs contractor by the IRS, the PR&CE Pre-School Coordinator and Lead Coordinator positions should be paid as employees of the Town. In making this change any employee costs will be no longer be charged to the General Fund but charged back to the PR&CE department. A motion was made, seconded and approved to approve the Payroll Authorization in the amount of \$15/hour for the PR&CE Pre-School Coordinator.

Other outside Contractor Positions

Currently the PR&CE Pre-School Coordinator / Lead Coordinator positions are being rated in order to be covered by the Bylaw. Ann Essman said that she believes that there are other outside contractor positions that need to be changed to town employee positions. The Finance Department is reviewing other positions that are currently paid as outside contractors to decide if the positions need to be moved to employee positions.

New Hires, Replacements and the Hiring Freeze

Because the Board of Selectmen has instituted a hiring freeze, it was suggested that the PR&CE and the COA send a memo to the BOS requesting to come before them to explain the reasoning behind filling vacant positions in spite of the hiring freeze.

Performance Review Training

Appointing authorities were invited to a performance review training session Monday evening, February 2. It was felt by those Board members who attended that the authorities understood the need for and fairness of the process and that all authorities having Bylaw employees must do the review them. Ann Essman said some of the authorities think that all reviews must be done by July 1. At this time this is not correct. Keith will be meeting with individual authority to review the process and clear up this misunderstanding.

The next meeting: Thursday, February 19, 2009 8:30AM Room 103, Town House

Proposed Agenda

- Open Meeting
- Approve minutes
- Step Increases
- Job Descriptions
 - Cemetery
 - On Call Firemen
 - PR&CE Positions

- Review of Personnel Bylaw
- Sick Leave Memo

Meeting adjourned at 10:00AM

Respectfully submitted,
Kathy Coughlin, Clerk