



Town Of Walpole *Commonwealth of Massachusetts*

PERSONNEL BOARD

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AGENDA FOR JANUARY 22, 2008

New Business:

1. Approval of December 17, 2007 Minutes.
2. Approval of 2007 Personnel Board Town Report.
3. Carry over of excess vacation hours – Deputy Health Agent
4. Copy of EAP Status Report for period of June 8 – December 24, 2007
5. Ltr from Dispatcher Jackman re: previous work experience towards Vacation Accrual.
6. Ltr from Chief Stillman re: hourly rate for special police.
7. Rescind the vote of May 15, 2006 regarding DPW job descriptions.
8. Police Lieutenant's pay adjustment for July 1, 2008
9. Classification review for the position of Administrative Asst to DPW Director to Administrative Secretary/GIS Assistant to DPW Director.
Please bring you rating factors for this position to the meeting.

CORRESPONDENCE:

1. Employee of the Month: November – Hugh Percy, Custodian, Bldg Maintenance.
December – Dennis Flis, Appraiser
2. Memo from BOS regarding 2008 Special Town Meeting.

PERSONNEL ACTION REQUESTS:

1. Phil McCall, S&W Foreman, step incr from W6-4, \$23.48/hr to W6-5, \$23.95/hr, eff 1/6/08
2. John Songin, BM Craftsperson, step incr from W3-5, \$20.72/hr to W3-6, \$21.13/hr, eff 2/14/08
3. Eileen Phinney, Library Clerk, step incr from step 6, \$13.39/hr to step 7, \$13.84/hr, eff 1/5/08
4. Brian Spillane, SMEO, S&W, step incr from W4-1, \$20.26/hr to W4-2, \$20.55/hr, eff 1/29/08
5. Carla Leahy, Wtr Syst Tech, step incr from W5A-6, \$22.92/hr to W5A-7, \$23.28/hr eff 2/13/08
6. Steven Cherella, transfer from S&W, PW Craftsperson to Highway, HMEO, W3-4, \$20.31/hr eff 12/17/07
7. Steven Cherella, HMEO, Hwy, step incr from W3-4, \$20.31/hr to W3-5, \$20.72/hr, eff 1/29/08
8. Mark Amiot, new hire, special FF, \$43.98/hr, eff 12/1/07
9. Byron Hurst, PW Craftsman, Hwy, step incr from W3-4, 20.31/hr to W3-5, 20.72/hr, eff 1/5/08

10. Andrew hand, Asst Supt of Hwy & Parks, step incr from step 5, \$59,715/yr to step 6, \$60,910/yr, eff 1/3/08
11. Richard Jennings, SMEO, Hwy, step incr from W4-3, 20.84/hr to w4-4, 21.18/hr, eff 1/10/08
12. James Thomas, foreman, Parks, step incr from W6-3, 23.14/hr to w6-4, 23.48/hr, eff 1/29/08
13. Meghan Potter, reclassification from Program Supv, \$11.00/hr to Spec Instr, \$14.00/hr, eff 1/14/08
14. Al Peebles, reclassification from HMEO, Parks, 21.55/hr to SMEO, Parks, 22.47/hr, eff 1/7/08
15. Caitlin Armstrong, rehire, spec instr, \$20.00/hr, eff 1/14/08
16. Wm O'Connell, spec instr, resignation eff 1/1/08.
17. Theodore O'Rourke, Firefighter, step incr from step 4, \$954.32/wk to step 5, \$973.41/wk, eff 2/12/08.
18. Cori Giampietro, new hire, spec Instructor, \$20.00/hr, eff 1/22/08 (field hockey)
19. Emily Conrad, Bd Secretary to Permanent Bldg, step incr from step 13, 21.96/hr to step 14, 22.40/hr, eff 7/1/07