



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

Brian Davis, Chairperson
Mary Campbell, Vice Chair
Phil Hinds
Nancy McCabe

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MINUTES OF DECEMBER 14, 2009

The Personnel Board met on Monday, December 14, 2009 at 7:00 p.m. in Room #116 of the Town Hall. Nancy McCabe was unable to attend. The following were present:

Brian Davis, Chairperson
Mary Campbell
Phil Hinds

Also: James Johnson, Asst. Town Administrator

MINUTES:

Motion was made by Mr. Hinds and seconded by Ms. Campbell that:

The Board approves the Minutes of November 16, 2009.

Motion was voted 2-0-1; Mr. Davis abstained due to not being at that meeting.

SALARY ADJUSTMENT REQUEST:

After the members reviewed and discussed Police Chief Stillman's letter they requested that Chief Stillman attend the next meeting on January 11, 2010.

HEARING OFFICER STIPEND:

Finance Director Mark Good is requesting that the Personnel Board include the Hearing Officer Stipend when they vote on the cost of living increase for all positions on the salary schedule.

FY11 COST OF LIVING ADJUSTMENT:

After a lengthy discussion of this issue -

Motion was made by Mr. Hinds and seconded by Ms. Campbell that:

The Personnel Board recommends a 3% cost of living adjustment for all non union employees, which would keep those employees on parity with union personnel.

Motion was voted 3-0-2.

Personnel Board recommends that the members discuss and vote on the cost of living adjustment for FY12 prior to the start of union negotiations.

PERSONNEL BY-LAWS:

The Personnel Board is recommending changes to the following by-laws:

Article 9 – Increases – New Hires:

Change “If the employee is recommended for permanent status, then he/she will advance a step if a rating of **meets expectations** (delete 75) or better is received.

Article 16 – Holidays:

Change – Regular employees shall be paid for each of the following holidays to **“All full and part-time employees who regularly work 20 hours or more per week shall be paid for each of the following holidays”**.

Change all regular employees who are normally scheduled to work on the day in which a holiday falls to **“All full and part-time employees who work twenty (20) hours or more per week on a regular continuous basis shall be paid for twenty (20) percent of their weekly authorized hours”**.

Article 39 – Sick Leave Bank:

Add the wording - Any non-union, salaried and hourly Town employee may participate in the Sick Leave Bank **if they have an accrual balance of at least 25 days sick leave as of August 1 of any year.**

Add wording – **Members enrolled in the sick bank shall be re-enrolled automatically each year unless the member withdraws in writing as long as they have maintained an accrual balance of at least 25 days.**

Change – New employees shall be eligible to participate in the Sick Leave Bank during the open enrollment period **after they have an accrual balance of at least 25 days sick leave.**

Add wording – **Sick Leave Bank Committee have the ability to waive any of the 25 day clause.**

Add wording: Sick Leave Bank Committee have the ability to waive the 25 day clause.

CORRESPONDENCE: was reviewed and noted

1. Employee of Month – October: Finance Staff members Mark Good, Kathy Hutchinson, Joy Idman and Karen Connolly.

PERSONNEL ACTION REQUESTS: All were approved

1. Donald Anderson, Supt of Bldgs, step increase from step 4, \$71,746 to step 5, \$73,181/yr, eff 2/2/10.
2. Laurel Demore, Payroll Asst, retirement effective 1/1/10
3. Sherry DiPesa, new hire, Customer Serv Rep, Assessor/Collector Depts. C1, step 1, \$17.35/hr, eff 12/14/09
4. Warren Goodwin, police officer, step increase from step 5, \$1,026.18/wk to step 6, \$1,046.71/wk, eff 12/1/09
5. Stephen Gurtowski, new hire, specialized instr, recreation \$25.00/hr, eff 11/16/09
6. Scott Guyette, reactivate, Deputy Wiring Inspector, \$21.86/hr, eff 12/15/09
7. Joy Idman, promotion from Staff Asst, C2, step 9, \$22.33/hr to Payroll Asst, C3, step 7, \$22.42/hr, eff 1/4/10
8. John Mahoney, Deputy Bldg Inspector, step increase from step 5, \$27.54/hr to step 6, \$28.09/hr, eff 1/31/10
9. Steven Palmer, police sergeant, retirement effective 1/4/10.
10. Gerald Romelczyk, Library Director, retirement effective December 31, 2009.
11. Christopher Shea, rehire, firefighter, F1-step 2, \$866.65/wk, effective 12/1/09