



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

Albert DeNapoli, Chair
Phil Hinds
Joseph Moraski
Ann Ragosta
Michael Teeley

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MINUTES OF JUNE 14, 2016

A meeting of the Personnel Board was held on Tuesday, May 24, 2016 at 7:00 p.m. in Room #116 of the Town Hall. Mr. Teeley was unable to attend. The following members were present:

Albert DeNapoli, Chair
Phil Hinds
Joseph Moraski
Ann Ragosta

MINUTES of December 15, 2016:

A **Motion** was made by Ms. Ragosta and seconded by Mr. Moraski that:

The Board approves of the Minutes of December 15, 2015 with noted corrections.

Motion was voted 3-0-1; Mr. Hinds abstained due to not being present at that meeting.

MINUTES of May 24, 2016:

A **Motion** was made by Mr. Hinds and seconded by Ms. Ragosta that:

The Board approves of the Minutes of May 24, 2016 with noted corrections.

Motion was voted 4-0-0, unanimous

JOB DESCRIPTION:

The Board reviewed the revised Principal Clerk job description. The changes to the job description were to delete Sewer & Water examples of work due to the position changing from part-time principal clerk to full time clerical union position Customer Service Representative; add in the new principal clerk position examples of work for Town Administration and delete under tools & equipment the check signer, bursting machine and protractor. Ms. Ragosta stated that the Sewer & Water example of work should not be removed "it is better to have it and not need it than to need it and not have it". Members were in agreement with Ms. Ragosta.

A **Motion** was made by Ms. Ragosta and seconded by Mr. Hinds that:

The Board approves of the revised Principal Clerk job description with noted corrections.

Motion was voted 4-0-0, unanimous.

OVERTIME CHANGES FOR State and Local Government:

The members had a discussion pertaining to the overtime change and how it would affect the Town of Walpole. Currently there are no professional employees that make less than salary noted on regulations. The overtime change will not affect our current practice pertaining to those employees in Grades P-5 – P-12 who earn compensatory time for hours worked over their budgeted hours; straight time up to 40; time and half for hours worked over 40 hours.

PERSONNEL ACTION REQUEST: Were reviewed and approved