

**MINUTES PERSONNEL BOARD
APRIL 22, 2008**

Meeting called to order at 1: 05 pm by Chairman Neault. Phil Peirce and Beverly Lund were present. Mrs. Cindy Thompson, Highway Department Clerk was present.

HIGHWAY OPERATOR – UPGRADING

The new job description was reviewed, rated and graded by those present. Following the review, the position was graded at Grade 9 with 315 points at the hourly rate of \$17.85 as follows:

	Degree	Points
Education	2 nd	30
Experience	4 th	80
Complexity of Duties	2 nd	40
	4 th	60
Supervisory	3 rd	20
Errors	3 rd	20
Conflicts	3 rd	20
Confidentiality	1 st	5
Mental & Visual	3 rd	15
Working Conditions	3 rd	15
Character of Supervision	2 nd	10

It was noted that if this is considered to be a new position it would have to be advertised. Mrs. Thompson will rework the current job description to include the new responsibilities and submit it to the Personnel Board.

The current rate of pay is \$17.02 with a 3% increase the new rate if \$17.53. It was noted that the budget for Fiscal year 2009 has been level funded at the rate of \$17.03 with the 3% increase. It will be necessary to increase the line item if the new rate of pay is approved.

Mr. Peirce moved; Ms. Lund seconded to send a letter to the Advisory Committee asking them to amend the line item to include the new rate. This upgrade will take place starting July 1, 2008.

APPROVAL MINUTES APRIL 8, 2008

Mr. Peirce moved; Mr. Neault seconded to approve the minutes; so voted.

CC LETTER JAMES HANSON – SICK TIME ACCUMULATION

Letter summarized regarding Mr. Hanson's sick time and multiple rates of pay. He is concerned that he is unable to accumulate sick time because he is employed part time by three different departments but as of 2002 these part time positions total 40 hours a week. He is also concerned that he receives different rates of pay for the three jobs and feels it would simplify matters for all involved to agree on a hire date and a consistent pay.

Mr. Neault stated that this issue came up before and was advised by the Treasurer and the Financial Clerk that the different rates of pay is not a problem. Each department needs to submit payroll slips because different departments are charged for the work performed.

It was also noted that part time positions cannot accumulate sick time and even though Mr. Hanson works 40 hours a week, the positions are still part time. He is entitled to all the benefits allowed a full time employee but all need to be pro rated because each position is part time.

Ms. Lund moved; Mr. Neault seconded to send a letter to the Selectmen advising them of the Personnel Boards opinion regarding this matter and to also advise them that Mr. Peirce does not agree with this opinion when the individual works a total of 40 hours;

ADJOURNMENT

Mr. Peirce moved; Ms. Lund seconded to adjourn the meeting; so voted. Meeting adjourned at 2:45.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Personnel Board: June 10, 2008

Date submitted to Selectmen: June 11, 2008