

Personnel Review Board
Regular Meeting Minutes
October 20, 2014
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Present: Stephen Negri, Acting Chairman
Michael Hannan
Edward Murphy
Cheryl Larder

Excused: Rik Wells, Chairman

Also Present: Joyce Sauchuk, Human Resources Director
Sally Ritchie, Senior Services Director

Stephen Negri, Acting Chairman, called the October 20, 2014 Personnel Review Board Regular Meeting to order at 6:33PM.

1. **Review and Approval of Minutes of Regular Meeting September 15, 2014.**

Mr. Negri asked for a review of the minutes of the Personnel Review Board Regular Meeting dated September 15, 2014.

Motion: Mr Hannan made the motion for approval of the minutes, as presented. Ms. Larder seconded. Mr. Murphy abstained from the vote. The motion carried (3-0-1).

2. **Senior Services – Job Descriptions.**

Joyce Sauchuk prefaced the discussion with an introduction to the meaning of substitute or temporary, part time, fulltime position and related benefits. She proceeded with an introduction to view the Non-union TC and Seasonal/Occasional wage schedules. Discussion continued with explanation for the need to place Driver Trainee and Substitute Driver on the Seasonal/Occasional schedule and the Driver on the Non-union TC schedule.

Sally Ritchie, further informed the Board that the following job descriptions had been reviewed and gave reason as to why the wage schedules differed.

a. Driver Trainee: A position created to give a new employee a better perception of what the job entails. It is to last six to eight weeks – long enough to obtain the public service license and give a clear understanding of the process. Ms. Ritchie felt that the said time frame helped with employee retention and gives an opportunity for the employee to willingly move to Substitute Driver or Driver. PT-12 was the reported starting wage.

b. Substitute Driver: A position in which the employee would fill in as needed or for vacations. The starting rate is 2 steps above the Trainee, PT-14, due to the increased responsibility.

c. Driver: Currently the Town has three drivers all at 19 hours/week - some with longevity of over 20 years. This position starts at TC-2 – some benefit is felt and it increases the chance of retention.

Ms. Sauchuk explained the difference between the need to have separate wage schedules. She reported the Seasonal/Occasional would make a one step increase after one year at the discretion of the Supervisor and review of performance. Where the Non-union TC is similar to a union schedule and would increase on July 1st, then increase by one step at the 18 month period.

Mr. Negri asked if guidelines were in place for the evaluation system. Ms. Sauchuk answered that currently part time is 19 hours/week. The hours per week worked and performance are the values the department head evaluates for opportunity of increase.

Mr. Negri asked for further questions.

Motion: Mr. Hannan made the motion to approve the job descriptions for Driver Trainee, Substitute Driver and Driver as presented. Seconded by Ms. Larder. Unanimous (4-0).

3. Discussion: Minimum Wage.

Ms. Sauchuk noted that the only area of concern would be library positions.

4. Discussion: Part Time Fire Fighters.

Ms. Sauchuk started the discussion with explaining how the Public Safety Wage Schedule follows the police wage increase by one year. Included are Public Safety Dispatcher, Dispatcher II, Fire Inspector, Fire Marshall, Fire Administrator, Chief of Police and Part-time Firefighters. Step one and Step two only applies to the PT Firefighters.

In further discussion, she noted that the PT Firefighter positions more closely fit in the Seasonal/Occasional plan. If the existing pay scale was not sufficient, a new pay line could be added to the Seasonal/Occasional through the RTM. Drafts of the new pay schedule would be reviewed at a later date by the Board.

Mr. Negri asked what the reaction was to the change? Ms. Sauchuk felt that education related to the change would help with understanding the process. She also felt working with Bruce Miller, Fire Administrator, would enhance the outcome.

Ms. Larder questioned the concrete objective criteria. Ms. Sauchuk said both objective- hours worked - and subjective – performance - criteria would be viewed. She further explained the new wage was only effective for new hires and savings would be reflected in future fiscal years.

Motion: At 7:13PM, Ms. Larder made a motion to adjourn the October 20, 2014 Personnel Review Board Regular Meeting. Seconded by Mr. Murphy (4-0). Unanimous.

Respectfully Submitted,

Stacey M. Tynan
Substitute Recording Secretary