

Present: Rik Wells
Cheryl Larder
Michael Hannan
Edward Murphy

Also Present: Joyce Sauchuk, Human Resources Director
Rozlyn Rubinstein, Library Director

Excused: Stephen J. Negri

Chairman Wells called the February 23, 2015 Personnel Review Board Regular Meeting to order at 6:34PM.

1. Review and Approval of Minutes of the Regular Meeting December 15, 2014.

Mr. Wells asked for additions, deletions and corrections to the Personnel Review Board Regular Meeting of December 15, 2014. No other member commented. Chairman Wells asked that Item # 5, on the minutes, be amended to read "Tax Collector Assistant/Seasonal – Job Description".

MOTION: Mr. Hannan made a motion to approve the December 15, 2014 Regular Meeting Minutes of the Personnel Review Board, with the described amendment to Item #5. Seconded by Ms. Larder. (4-0) Unanimous decision.

2. Job Description – Library

Ms. Rubinstein introduced the discussion with a statement explaining how she has been working with the Human Resources Department to update and clarify several different vacant positions inside the town library. The revision of the positions, Secretary II and Custodian II-part-time, do not affect the accompanying payroll or classification. The change to the job descriptions considers amendment of older terminology; as well, as updates to ADA standards.

Ms. Sauchuk further commented saying that of the two, the Custodian II position required greater modification.

A. Secretary II Job Description.

The Board members reviewed the proposed job description for the Secretary II position.

Mr. Hannan questioned the change to Section C "Supervision Exercised" on the proposed description. Ms. Rubinstein commented saying this is a clerical position that held no expected supervisory duties to other library personnel.

Ms. Larder questioned Line Item #4 – Calculate and maintain payroll records - listed under Section D “Example of Duties”. Ms. Sauchuk responded explaining the responsibility was a clerical task to review the computer generated time sheet data for submission and approval to the Library Director, R. Rubinstein.

Further discussion regarding the ADP Payroll system continued.

Mr. Murphy noted the phrase “required to crawl” under section G “Physical Demands/Working Environment”. Ms. Sauchuk explained how the terminology was standard or boiler plate language used to create uniform job descriptions.

MOTION: Mr. Murphy made a motion to approve the Secretary II job description as presented. Seconded by Mr. Hannan. (4-0) Unanimous decision.

B. Custodian II – part time Job Description.

The Board members reviewed the proposed job description for the Custodian II – part time.

Ms. Sauchuk noted a specific difference in Section G “Physical Demands/Work Environment” of this description compared to Section G of the Secretary II position. She explained that differing duties of each required additional clarification to this section.

MOTION: Ms. Larder made a motion to approve the Custodian II – part time job description as presented. Seconded by Mr. Murphy. (4-0) Unanimous decision.

3. Library Pages – Wage policy/schedule.

Ms. Rubinstein introduced the concept of the Library Page to the committee. She further explained the expectations and duties of the position. She stated that the position is beneficial to the library staff as the Page 1 and Page 2 employee is year round, well trained, versatile and maintains longevity. Continuing the discussion, she gave a brief explanation of the Section 10 wage schedule, clarifying the process that she and the Library Board took to review the salaries and agree upon fair and reasonable compensation and raises.

Ms. Sauchuk explained the proposed wage schedule and noted how all of the payment Steps were linked to the current or future proposed minimum wage. She followed with an example from the old wage schedule as to how the compensation would be expected to change.

Mr. Wells asked if any current Pages were earning above the newly proposed wages. Ms. Rubinstein noted that the new wage schedule would not affect any Page currently employed. The schedule is to begin with new hires after 1/1/15.

Ms. Sauchuk asked Ms. Rubinstein to clarify an understanding that she had built the expense into the confines of the Library Budget. Ms. Rubinstein confirmed answering yes. Mr. Wells noted,

in this instance, that the PRB committee vote did not affirm a budget approval, but the matter needed to be taken to the RTM for fiscal considerations.

MOTION: Mr. Hannan made a motion to approve Section 10 Library Pages and the Wage Schedule as presented. Seconded by Mr. Murphy. (4-0) Unanimous decision.

4. **Regular Meeting of the Personnel Review Board – March 16, 2015.**

A decision was made to cancel the March 16, 2015 Regular Meeting of the Personnel Review Board.

MOTION: Mr. Hannan made a motion to adjourn the February 23, 2015 Regular Meeting of the Personnel Review Board at 7:00PM. Seconded by Mr. Murphy. (4-0) Unanimous decision.

Respectfully Submitted,

Stacey M. Tynan
Substitute Recording Secretary