

Personnel Review Board
Regular Meeting Minutes
June 20, 2016
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Present: Stephen J. Negri
Edward Murphy
Cheryl Larder

Absent: Rik Wells
Brigitte Shinault

Also Present: Joyce Sauchuk, Human Resources Director
Kerry Sullivan, Recreation and Parks Program Coordinator
Brian Flaherty, Director of Recreation and Parks
Sally Ritchie, Director of Senior Services
Ellen Fougere, Assistant Director of Senior Services

Acting Chairman Negri called the June 20, 2016 Personnel Review Board Regular Meeting to order at 6:30 PM.

1. Review and Approval of Minutes of the Regular Meeting May 16, 2016.

Mr. Negri asked for additions, deletions and corrections to the Personnel Review Board Regular Meeting of May 16, 2016.

MOTION: Mr. Murphy made a motion to approve the May 16, 2016 Regular Meeting Minutes of the Personnel Review Board, as presented. Seconded by Ms. Larder. (3-0) Unanimous.

2. New Job Description -- Substitute Custodian.

Board members reviewed Memo dated June 14, 2016 from Joyce Sauchuk, Director of Human Resources, attaching a Job Description for the position of Substitute Custodian.

Ms. Sauchuk stated we are looking to create a job description to supplement custodial services on an as needed basis in Town buildings. This individual may not work over thirty combined hours for the Board of Education and the Town.

Mr. Flaherty reported when our full time custodian takes vacation time, and the Board of Ed doesn't have a substitute, we do not have a custodian. Recreation & Parks and Senior Services staff have to do custodial tasks..

MOTION: Ms. Larder made a motion to approve the PT-8 classification for a substitute custodian. Seconded by Mr. Murphy. (3-0) Unanimous

3. New instructor wage schedule and pay policies for new job descriptions, Seasonal Occasional - Recreation and Parks, Senior Services and Youth Services.

- a. Enrichment Instructor
- b. Fitness/Wellness Instructor I

The Board reviewed the instructor pay scale, pay policies and job descriptions. The job descriptions are for various positions in the Recreation and Parks, Senior Services and Youth Services departments that were previously paid as independent contractors.

MOTION: Ms. Larder made a motion to add to this evening's Agenda, as item 4, Approval of job descriptions for Seasonal Occasional-Recreation and Parks, Senior Services and Youth Services. Seconded by Mr. Murphy. (3-0) Unanimous.

4. Approval of Job Descriptions for Seasonal Occasional-Recreation and Parks, Senior Services and Youth Services.

The Board reviewed the job descriptions for Seasonal Occasional-Recreation and Parks, Senior Services and Youth Services with revisions recommended at the May meeting and assigned the appropriate pay grade for each instructor. They also reviewed the Instructor Wage Schedule for Grade 1-4, prepared by Human Resources. Ms. Sauchuk asked if the departments will have any individual's placed at Step 5. If so they will need this Board's approval. Ms. Sullivan stated we have seasonal employees. Ms. Fougere replied we have some instructors that have been with the Town for a number of years and are now at a higher grade. Ms. Sauchuk stated the Personnel Policies start non-bargaining at Step 1 through Step 4. Ms. Sauchuk stated this request will have to be forwarded to the RTM which next meets on August 1. The Board could foresee these job descriptions being applicable to other departments and deleted Recreation & Parks and Senior services from the job description titles.

MOTION: Ms. Larder made a motion to approve the job descriptions as presented with the grades as designated in the Wage Schedule. This will apply to various departments. Seconded by Mr. Murphy. (3-0) Unanimous.

The Board reviewed the proposed wage schedules developed by Recreation & Parks and Senior Services which were developed based current programming. Ms. Larder felt that the Board is approving the Wage Schedule at rates the departments feels are reasonable for these positions based on their experience and programming. We are not recommending any impacts to any existing or future budgets. The pay scale is based on the individuals that are currently in these positions.

MOTION: Ms. Larder made a motion to approve the proposed Wage Schedule and forward it on to the RTM. Seconded by Mr. Murphy. (3-0) Unanimous.

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MOTION: Mr. Murphy made a motion to adjourn the Personnel Review Board of June 20, 2016 at 7:25 p.m.
Seconded by Ms. Larder. (3-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary