

WEST TISBURY PERSONNEL BOARD
MINUTES
October 3, 2011
Howe's House

Present: Norm Perry, Chair Jennifer Haynes, Vice Chair, Margot Parrot, and Maria McFarland

Absent: Ernie Mendenhall and Brian Smith

Also present for all or part of the meeting: Beth Kramer

The Meeting opened at 5:30 P.M., Norm Perry presiding.

Minutes: Approval of the minutes of the September 12th meeting were approved.

Police Department/Warrant Article: A motion was made and seconded to approve the final language of the warrant article amending the Personnel Bylaw to add the position of Lieutenant at Grade K on the Year Round Classification Plan and to revise the on call duty pay to \$75.00 per shift regardless of whether the officer is called out. Motion passed 3-0-0.

Performance Reviews: A motion was made and seconded to accept the following performance evaluations each with a one-step increase. The vote in favor was 3-0-0.

Laura Coit (Library)

Maureen Hall (Library)

Sexual Harassment Training: Reviews of the training were very positive. Members briefly discussed how a complaint would be processed. Maria reported that she reviewed the policies of other island and off-island towns and found that the language regarding the handling of complaints followed the MCAD model policy. Margot expressed her concerns about how these matters need to be handled so that the town is not but in jeopardy. Further discussion should be had on this matter. No action was taken.

Holiday Schedule/Library: Library Director Beth Kramer asked the Board for guidance on how to handle holiday pay for Christmas 2011 and New Year's Day 2012. Christmas and New Year's Day fall on Sunday this year. Under the Personnel Bylaw employees are entitled to a half day on the last day worked before Christmas, Christmas Day and New Year's Day. Monday December 26th and January 2nd are both legal state holidays this year. When the holiday falls on a Sunday, town employees have Monday off. The library is open on Saturday and Sunday.

For the Christmas holiday, full time library employees (20 or more hours) who do not work Saturday or Sunday will be paid for a half day on Friday and a full day according to their usual Monday schedule. Library employees, who work Saturday but not Sunday, will be paid for have a half day on Saturday and a full day according to their usual Monday schedule. After a lengthy discussion it was agreed that the employees who usually work on Saturday, Sundays and Mondays, will be paid 1.5 times the average 1 number of hours worked over those three days.. (This only applies to two employees.)

For the New Year's holiday, library employees who usually work Sunday and Monday will have one paid day off.

There being no further business the meeting was adjourned at 7:00 P.M.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED