

WEST TISBURY PERSONNEL BOARD
MINUTES
December 11, 2017

Present: Leon Brathwaite, Matt Gebo, Ben Retmier and Kenneth Vincent

Absent: Norm Perry

Also present for all or part of the meeting: Skip Manter, Richie Olsen and Dan Rossi

The meeting was called to order at 5:07 PM.

Minutes: The minutes of the November 13 meeting were approved.

Performance Evaluations: The following performance evaluations were approved each with a one- step increase:

Clare Harrington (ZBA)
Emily Histen LaPierre (Library)
Garrison Vieira (Police)
Julieann Wilson (P&R)

The following performance evaluation was also approved. This employee is on the top step of their grade:
Ernie Chaves (P&R)

New Business:

FY 2019 Budget: A motion was made and seconded to approve the Personnel Board Budget and budget submission narrative. All in favor.

Library: Beth Kramer was present to discuss two matters with the board.

Substitute library circulation assistants: Beth seeks permission to place a job description for a substitute library circulation assistant on the classification plan at Grade 1. The purpose of this position is to allow Beth to tap into library assistants that work in other island libraries who are available to fill shifts in West Tisbury when staff is sick or there is in an emergency. These employees would not be used to cover regularly scheduled vacations. This position would have to be advertised and would be less than 20 hours a week. The shifts will be offered to West Tisbury staff first. Beth explained that the libraries are all on the same software system and there is an existing pool of library substitutes. Beth submitted e-mails and samples of the job descriptions used by the Chilmark, Oak Bluffs and Vineyard Haven libraries. The board will decide if a new job description is necessary or if the existing circulation assistant position can be used. No action was taken.

Beth also asked the board to look at Sections 7-5, 7-6 and 7-7 of the Personnel Bylaw regarding new anniversary dates when an employee receives a promotion. She pointed out that there is no definition for "Change of Status or "Anniversary Date" in the bylaw.

Section 7-6 states that, "if an employee has had a change in status, his performance review shall be one year after such change in status." Under Section 7-7, "an employee who receives a promotion shall be compensated at the rate of pay that is closest to but greater than the employee's current rate of pay, or at a step that the Appointing Authority, subject to approval of the Personnel Board, believes the employee's qualifications and performance warrant." Beth feels that when an employee is moved to the new grade their anniversary date should stay the same as their original hire date.

Beth is questioning whether it is appropriate to have an employee wait for more than a year for an evaluation and step increase after promotion. It was noted that at the time of the promotion, the employee received a 2.8 % increase. It was also noted that if the anniversary date stayed the same, it is possible that an employee would be promoted, receive an increase and shortly thereafter a step increase.

Maria submitted a memo to the Personnel Board detailing the increase history of the position in question, and Beth submitted an analysis of the rate of pay based on the bylaw and if the promotion had happened on the original anniversary date.

The board said they would take the matter under advisement. No action was taken.

Highway Department: Richie Olsen was present to discuss proposed changes to the highway laborer job description and to ask the board to approve a new job description for a highway department foreman. The board proceeded with a review of the changes to the laborer position and tabled discussion on the foreman's position to the next meeting.

After review, a motion was made and seconded to change the rating of factor 8, Occupational Risks, from a 4 to a 5. This changed the overall rating of the laborer position from grade 2 to grade 3. A motion was made and seconded to approve the changes to the laborer job description and to increase in the grade. All in favor.

Police Department: Warrant Article for Education Incentive: Chief Rossi presented the following warrant article:

To see if the Town will vote to amend the personnel by law section 9.0 police department by adding the following section

9-7 Education Incentive

Members of the Police Department who have earned degrees in the following areas of study: Criminal Justice, Business Administration, Juris Doctor (Law

Degree), Psychology, Forensic Science, Science, Sociology, or other fields of study as determined by the Chief will receive the following compensation. Such degree must be from an accredited College or University.

The compensation for the above listed degrees shall be the following percentages of base pay

Associate's Degree: 5%

Bachelor's Degree: 10%

Master's Degree: 12.5%

This section applies only to Full-Time Officers

Chief Rossi also submitted two documents in support of this request: A bibliography of existing literature titled, "The Impact of a College-Educated Police Force" and an August 2017 press release from Mass Municipal Association on the Final Report and Recommendations of the Massachusetts Department of Higher Education's Ad Hoc Committee on Police Education and Training dated June 2017. The board has not had an opportunity to read the report.

Currently the police department education requirement is a high school diploma or high school equivalency and the ability to complete the police academy.

All other island towns offer an education incentive for full time officers. Dan said this would not extend to the Police Chief. The proposal will increase the retirement allowance.

Ken said he was concerned that there are no education incentives provided to other positions in town where an employee obtains a higher degree of education than what is required for the position.

A motion was made and seconded to approve the warrant article as presented. The vote on the motion was 2 in favor and 2 abstentions. Matt and Ken abstained.

Old Business:

FY2019 Wage Adjustment: The board confirmed that the wage adjustment vote taken at the November 13 meeting did not extend to the seasonal wage scale.

Administrative

The following paperwork was signed:

Job Certifications

Parks & Recreation: Recreation Instructor and Assistant Recreation Instructor

The following paperwork is noted for the record:

- Approval of Vacation carry over (ZBA)

There being no further business to discuss the meeting was adjourned at 6:10 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED