

WEST TISBURY PERSONNEL BOARD
MINUTES OF MEETING
October 8, 2014

Present: Gerry Gallagher, Chair, Brian Smith and Kenneth Vincent

Absent: Matt Gebo, Norm Perry

Staff: Maria McFarland

The meeting was called to order at 5:05 PM. Gerry Gallagher presiding.

Minutes: A motion was made and seconded to approve the minutes of the September 8 meeting as revised. Brian abstained.

Performance Reviews:

The following performance reviews were approved, each with a one-step increase with the exception of John Powers who is at the top step for his grade.

- Martha Flanders (Library)
- Clare Harrington (ZBA)
- Steve Klebs (Library)
- John Powers (BOH)
- Jane Rossi (Planning Board)

Old Business

Classification and Compensation Study Contract:

Maria reported that she has reviewed and commented on a first draft of job descriptions for the Police Department, Library and Council on Aging to check for consistency, and to compare the draft to the current description. As an example of differences she noted that the current descriptions state that an office employee must be able to lift up to 25 pounds and the police over 200 pounds. The new descriptions say up to 30 and over 100 pounds respectively. Once the draft is ready for review, they will be distributed with a cover memo, prepared by the consultant will be sent to out for employee and department head review and comment. Each department must sign off on the draft even if there are no changes to be made.

Maria was instructed to ask the consultant how they determine the amount of weight an employee is required to be able to lift under the physical requirements of the job description.

Administrative:

DRAFT

The following documents are noted for the record:
Approval of vacation carry-over (Library and Police)

Correspondence:

There being no further business the meeting was adjourned at 6:00PM.

Respectfully submitted,

Maria McFarland
Board Administrator