



TOWN OF SOUTHAMPTON

Southampton, Massachusetts 01073

Personnel Policies and Procedure Board

Minutes

November 8, 2018

Second Floor Meeting Room

Present: Arthur Lawrence, Jim Palermo, George Plouffe, Matt Roland

Not Present: Jessica Soares

Personnel Change Forms (PCFs):

Member Plouffe moved to approve the PCF submitted by Library Director Barbara Goldin, seeking to employ Carol M. Goulet as an on-call, un-benefited Library substitute, who will work on an “as needed basis,” at \$11.00 per hour. The motion was seconded by Member Roland, and passed unanimously.

Town Administrator Edward Gibson submitted two PCFs, seeking to hire Kathryn Workman as an “emergency,” and then as a “part-time” EMT with the Fire Department. Member Palermo made a motion to table the PCFs on the ground that as Ms. Workman is the Fire Chief’s daughter, there may be issues relating to nepotism, inasmuch as Chief Workman would be his daughter’s boss and would directly supervise whomever within the department would prepare performance evaluations for Ms. Workman. Member Plouffe seconded the motion, which passed unanimously.

Member Plouffe made a motion to approve the PRF submitted by Highway Superintendent Randall Kemp, seeking to promote David Cysz to the position of Foreman, with a wage increase from \$19.13 per hour, to \$24.99 per hour, for 40 hours per week. The motion was seconded by Member Roland, and passed unanimously.

Personnel Requisition Form (PRF)

Member Roland moved to approve the PRF submitted by Highway Superintendent Kemp, seeking authorization to post the Truck Driver/Equipment Operator position that opened upon the promotion of David Cysz (above), at the pay rate of \$17.99 to \$21.92 per hour, for 40 hours per week. The motion was seconded by Member Plouffe, and passed unanimously.

(Member Roland left the meeting, because of another commitment.)

Other Business:**Scoring Position:**

The PPPB scored the position of Assistant Town Accountant, using Unit Two of the National Position Evaluation Plan (NPEP), which applies to clerical, technical and service positions. It was decided that the position is a Grade 6, on the non-exempt pay scale.

Compensatory Time:

The PPPB decided to defer further discussion regarding compensatory time for exempt employees, pending further study.

Employee Timesheets:

Member Palermo made a motion to approve the Chair's recommendation to request the Town Administrator to send a memorandum advising all department heads (boards, commissions, committees etc.), and appointing authorities, that they must sign employee time sheets that are submitted to the Treasurer's office, swearing that the time sheets are correct and authorizing the Treasurer to pay the respective employees.

Equal Pay Act:

The Chair advised that the Health Director is seeking to be compensated at the same rate as the Building Inspector. Member Palermo expressed the opinion that the issue appears to be more appropriately referred to legal counsel, especially in light of the Town Counsel's opinion several months ago, that the PPPB has very limited authority over the Board of Health and the issues involved relate to State law, not Personnel Rules and Regulations. No determination was made.

Minutes:

The Chair made a motion to approve the minutes of the PPPB's October 25, 2018 meeting. Member Plouffe seconded the motion, which passed unanimously.

The meeting adjourned at 7:45 pm.

Respectfully submitted: James J. Palermo, Clerk