

TOWN OF GILL

M A S S A C H U S E T T S



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PERSONNEL BOARD MEETING MINUTES

February 20, 2008

Called to Order

Meeting was called to order at 9:05 a.m.

Present

David Hastings, Kristie Tognarelli, Joey Williams, Tom Hodak, Ann Banash, Tracy Rogers.

Review Minutes

Ann made a motion to accept the minutes of the January 30, 2008 meeting as written; Joey seconded the motion; the motion was carried by a unanimous vote.

Carryover of Vacation Time

Tracy reported the results of her research since the last meeting. After surveying other towns across the state, it appears that only 2 of the 45 towns that responded do not allow carryover. Of the 43 that do, the average amount per year employees are allowed to carryover is one week up to a maximum of four weeks total. About half of the towns surveyed allow employees to accrue vacation time based on hours worked. The other half give employees their entire annual allocation on July 1 and deduct from an employee's final paycheck if they leave before June 30.

Tracy also asked the town accountant and town counsel for their opinions on the subject. The town accountant said it made no difference to her. Town counsel warned about letting too much time accrue and then having to make a large lump sum payment when an employee leaves.

Ann suggested perhaps we should let employees to have on the books no more than one week over their annual allocation. For example, if an employee earns two weeks of vacation per year, s/he would be allowed to keep three weeks on the books; any amount accrued over that would be forfeited. The Board agreed to make this recommendation to the Selectboard.

Pay Health Insurance Premiums for Employees on Partner's Health Plan

The Board discussed the idea of encouraging town employees to have health coverage through their employed partners and the town would pay up to 25% or a certain dollar amount toward that coverage. This would mean the town would pay only 25% of health

insurance premiums instead of the 75% it currently pays and the employee could potentially pay no premiums in the end.

Members questioned why we would offer this plan. If an employee is considering coverage through their partner it would be because the premiums were less expensive in the first place. In which case, the town would pay 0% toward the premiums, saving even more money.

Ann reported that it has worked well for the FRCOG and they have saved a lot of money with the program. The Board instructed Tracy to ask FRCOG for a copy of their policy and an idea of how much they've saved since implementation.

GIC

Tracy and Ann shared as much information as they currently have with the Board about the pros and cons of joining the GIC. The issue still hinges on whether the town could find dental, long term disability, and life insurance coverage for employees, since the GIC only offers health insurance. FY09 premium figures are to be released March 1, 2008. The Board agreed to table the issue until more information is available.

Overtime Policies

Treasurer Ronnie LaChance joined the meeting. She asked for help interpreting the personnel policy regarding payment of overtime wages. The current policy states overtime will be paid for "time worked in excess of the normal work week of forty (40) hours." Does sick time count toward that forty hours? The Board said no, that only holiday pay counted.

The question came up because of an employee last week who put in for sick time and overtime. Ronnie said that was what she told the employee's supervisor that she couldn't pay the overtime. The supervisor brought the issue to the chair of the selectboard who instructed Ronnie to pay it. Now what should she do?

Ann said that she'd talk to the chair. The Board instructed Ronnie to write a letter to the employee stating that we overpaid him and asking him to authorize a deduction from his next paycheck to recoup the overpayment. He should be asked to sign the authorization.

Ronnie left the meeting.

Meeting Space

Tom asked if we could hold future meetings upstairs so as to avoid the general public overhearing the Board discuss employee matters. It would still be open to the public to attend, but everyday people just coming into town hall for regular business wouldn't overhear anything that might be considered sensitive information. The Board agreed.

COLA

Joey made a motion to present to town meeting a budget with only a 2.5% COLA, not a 4.15% COLA; Tom seconded the motion.

David said that the budgets have already been submitted to the selectboard with the 3.0% and 4.15% COLA that the selectboard requested. Joey questioned why the selectboard recommended those two amounts. Ann responded that the Personnel Board left the issue on a tie vote, so there was effectively no decision made, leaving it entirely up to the selectboard to decide.

The Board voted three to two in favor of recommending strictly a 2.5% COLA.

Adjourned

Meeting was adjourned at 10:05 a.m.

Minutes respectfully submitted by Tracy Rogers, Administrative Assistant.