

TOWN OF GILL

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



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PERSONNEL COMMITTEE MEETING MINUTES *September 25, 2008*

Called to Order

Meeting was called to order at 8:07 a.m.

Present

Tom Hodak, Joe Williams, Leland Stevens, George Emery, Kristi Tognarelli, Tracy Rogers.

Impact of Four-Day Workweek on Personnel Policy re Paid Time Off

Now that town hall staff is working a four-day workweek and its possible that the highway department will work a five-day workweek over the winter, questions have been raised about how to address paid time off. Should an employee get one day of paid time off for a holiday, regardless of the number of hours, or should he get 1/5 of his weekly hours off with pay? The committee decided it was unnecessary to address the issue in a formal policy. The policy is currently interpreted as each employee receiving one day off, regardless of hours, and it will remain that way.

Tracking Accrued Time

Tom asked if there was a centralized method of tracking accrued time that could be put into place. Tracy responded that the current payroll service offers that feature for free, but the treasurer has not yet implemented it. Tom will talk to the treasurer.

Joe questioned where the vacation carryover policy stood. Tom explained that the Selectboard had restricted vacation carryover further than the committee's recommendation to allow employees to only carry two weeks on the books at any given time. Lee questioned the interpretation. Tracy will bring the policy to the next Selectboard meeting to review.

Annual Employee Meeting

Tom referred to Article V section (c) of the Personnel Policies, which states that the committee shall hold a meeting with representative groups of employees by January 15 of every year. The committee agreed to invite all employees to attend, but request that at least one from each department attend. Tracy suggested waiting to hold the meeting until after she calculates the COLA, which happens in November.

Adjourned

Tom made a motion to adjourn the meeting at 8:43 a.m. George seconded the motion and it was carried by a unanimous vote.

Minutes respectfully submitted by Tracy Rogers, Administrative Assistant.
