

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on May 2, 2018 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Dave Scanlon, Craig Chapman, Richard Panofsky, Lori Caron-Silveira

Call to order: 7:05 p.m.

- 1) **Approval of Minutes of March 28, 2018.** Richard made a motion to accept the minutes, Lori seconded. **The motion passed 5-0.**
- 2) **New Business:**
 - Employment Application: Many edits were recommended by the Board and submitted to Helen who agreed with the changes.
 - Administrative Assistant to Board of Health and Veterans Agent will retire in June. The job description for this position will be reviewed.
 - Conservation Agent/Planner and her Administrative Assistant have both resigned. Recruitment for replacement Agent/Planner is underway.
 - Proper I9 forms and documentation for all Town employees has been verified by Cheryl Gouveia.
- 3) **Job Descriptions:**
 - **Highway Clerk / Administrative Aide – (PT) – Dave** – BOS Mike Costello and Dave Perry made some recommended changes to job description. Motion to approve made by Richard with edits to E under Essential Duties and Responsibilities and frequently lift 25Lbs. under Physical Demands, made by Richard seconded by Sandy. **The motion passed 5-0.**
- 4) **Review possible changes to Policy #21: Sick Leave**
 - Sec. 21.1 Lori will check into whether we should include wording about guardians.
 - Sec. 21.4 add “or domestic violence” to sentence ending in “...except in emergency situations”.
 - Review 21.5 further with reference to the Town authorizing payment of sick leave.
 - Sec. 21.6 Add “A copy shall be sent to the Town Administrator”.
 - Sec 21.7 Delete comma after upon retirement, and change “buy back” to receive.
- 5) **Policy #15: Classification Plan – Next Steps**
 - Richard presented another draft classification plan for discussion based on Town of Winchendon’s plan.
 - Suggestion to reach out to MMA (Massachusetts Municipal Association) for any information they may have on classification plans and to Winchendon for comments on their plan.
 - Richard will refine after speaking with MMA and Winchendon.
 - Plan is to review with G. Schwall this month to get his input before proceeding any further.

6) Adjournment

- The next meeting will be held June 20, 2018
- The meeting was adjourned 8:52 p.m.



Dave Scanlon, Chairman



Craig Chapman, Clerk