



TOWN OF
FAIRHAVEN

MASSACHUSETTS

THE FRIENDLY TOWN

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FAIRHAVEN,
MASS.

7/1/2013

Personnel Board Minutes
May 20, 2013

Revised

A meeting of the Personnel Board (PB) was held on May 20, 2013 in the Banquet Room at Town Hall. The meeting was called to order at 3:20 PM by Chairman Charlie Murphy. Also in attendance were members Lindsay Gordon and Wendy Graves as well as Executive Assistant Jeffrey Osuch.

For the first item of business, Ms. Graves passed out copies of the Personnel By-Laws to review the levels and steps for the custodian position at the recreation department. A suggestion was had to increase Thomas Hemingway from level 1 step 5 to level 5 step 1 for \$13.30 per hour. But after more discussion, it was determined that it should be put on hold for now. Ms. Graves will gather the job descriptions for the various custodian positions for the next meeting.

The second item of business was the Harassment Policy. Ms. Gordon brought a sample policy to look over with a conflict of interest policy as well. Ms. Gordon will work on a policy for Fairhaven for the next meeting.

The third item of business was meeting with Jeff Osuch to discuss a couple of issues. Mr. Osuch brought up the issue of benefits for part-time employees that work 19 hours or less per week. There are some employees that have been receiving this benefit for years. Also discussed was the inconsistency of comp time given to some non-union employees. Mr. Osuch stated that the Policy book really needs to be updated since it had not been updated since it was written in 1994. Ms. Gordon brought up the indirect costs charged to the Senior Center with Mr. Osuch. She stated that Social Day cannot sustain with increased charge backs.

A suggestion was made to have a meeting with non-union staff to distribute and sign off on the proposed Personnel Policy when it is updated.

The next meeting will be June 12, 2013 at 1:00.

A motion to adjourn by Ms. Gordon and seconded by Mr. Murphy was passed unanimously at 4:40 PM

Wendy J. Graves