

Personnel Committee
June 29, 2009 Minutes

Present: Mr. Wissemann, Mr. Tripp, Ms. Wojtowicz, Ms. Nartowicz (non-voting)
Others: Donna McKemie

Called to order at 6:03 p.m.

Committee briefly discussed looking at Comp Time and working "out of class" policies.

Highway Superintendent Job Description – Motion to accept amendment to job description to include "supervise and ensure regularly scheduled equipment maintenance" by Gordon Tripp, 2nd by Ms. Wojtowicz. Vote 3-0.

Discussion regarding Highway Superintendent's residence proximity to Town. Motion to amend job description to include proximity to work by Mr. Tripp, 2nd by Ms. Wojtowicz. Vote 3-0.

Motion to adjourn by Mr. Tripp, 2nd by Ms. Wojtowicz. Vote 3-0.

Adjourned at 6:37 p.m.

Respectfully submitted,



Margaret Nartowicz
Town Administrator

Town of Sunderland Personnel Committee Minutes – September 23, 2009

Present: Mr. Wissemann, Ms. Wojtowicz, Mr. Mozea, Ms. Nartowicz (non-voting)

Others: Donna McKemmie

Meeting was held at the Town Office Building and was called to order at 6:35 p.m.

Motion to approve minutes of June 29, 2009 by Ms. Wojtowicz and 2nd by Mr. Wissemann.
Vote 2-0.

Discussion regarding flex time versus compensatory time as it applies to snow & ice removal.

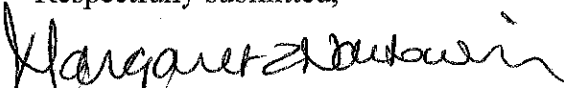
Discussion regarding revenue based salary adjustment formula. Ms. Nartowicz will look at least 5 years back for percent COLA increase versus revenues each year, and will ask other towns if they're considering moving to revenue-based salary adjustments.

Discussion regarding personnel bylaws §31-19 Holidays, §31-12 Town Property, and §31-13 Town Vehicles. Also discussed penalties for violations of personnel bylaws, not otherwise specified.

Next meeting will be held on Wednesday, October 21 at 6:30 p.m.

Meeting adjourned at 7:32 p.m.

Respectfully submitted,



Margaret Z. Nartowicz
Town Administrator

**Town of Sunderland Personnel Committee
Minutes of October 21, 2009**

Present: Mike Wissemann, Michele Wojtowicz, Donna McKemie, Francis Mozea,
Others: Ms. Nartowicz (non-voting)

Meeting was held at the Town Office Building and was called to order at 6:30 p.m.

Discussion regarding options for revenue-based salary adjustment formula. Possibly establish number from last 5 years' local receipts – drop high & low. Revenue-based system could be useful in union negotiations.

Discussion regarding Personnel Bylaw §31-18 (FMLA) as it pertains to maternity leave. MGL c. 149, §105D addresses female employees' rights and benefits specific to employment in Massachusetts.

Suggestion to change §31-18 C. to read:

“If you request leave under the Act because of a birth, adoption or foster care placement of a child or to care for a covered relation with a serious health condition, **only any** accrued paid vacation or personal days **may must** be used ~~first as part of~~ **toward** your family/medical leave.”

Personnel Bylaw §31-6 Workweek:

Discussion regarding definition of normal workweek. Suggestion to delete “40 hours unless otherwise” from §31-6 B.

Discussion regarding Use of Building Policy.

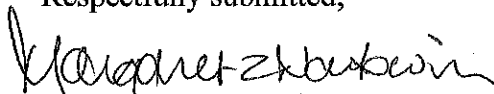
PC members should think about revenue-based salary adjustment formulas for next meeting.

Motion to approve minutes of September 23, 2009 by Ms. Wojtowicz, 2nd by Mr. Mozea. Vote 4-0.

Next meeting November 18th at 6:30 p.m.

Motion to adjourn by Ms. McKemie, 2nd by Ms. Wojtowicz. Vote 4-0. Adjourned at 7:25 p.m.

Respectfully submitted,


Margaret Z. Nartowicz
Town Administrator

**Town of Sunderland Personnel Committee
Minutes of December 16, 2009**

Present: Michele Wojtowicz, Donna McKemmie, Francis Mozea

Absent: Mike Wissemann

Others: Ms. Nartowicz (non-voting), Erik Wight-Sunderland Building Inspector

Meeting was held at the Town Office Building and was called to order at 6:32 p.m.

Mr. Wight explained his request for Personnel Committee's consideration of his benefits status.

Discussion regarding health insurance benefits cost to Town (55%) and employee (45%).

Discussion regarding inspection revenues and demands on position.

Overview of Personnel Committee charge, including administration of the Personnel Bylaws, review of personnel requests and recommendations to the Board of Selectmen.

Erik provided a summary of his employment history with the Town – hired on September 19, 2000 at 20 hrs/wk. Went to 32 hrs/wk on June 1, 2003 after school roof collapse. Went to 21 hours/wk on July 1, 2004 and remained at that level until July, 2009.


Discussion regarding bylaw definition of Regular Employee, and hire into established benefited position. Discussion regarding the Town's ability to bear the cost of its portion of the health insurance premium.

Discussion regarding considering full-time as (1), and benefited at (.5) throughout bylaws in case changes in full-time hours happen again. 40 hrs/wk is assumed full-time in bylaws unless otherwise determined by the Board or appointing authority; therefore references to 20 hrs/wk are noted throughout bylaws for benefited employees.

Discussion regarding Personnel Committee charge and its focus on bylaws. Committee tentatively scheduled to meet next Tuesday at 6:30 p.m. to address Mr. Wight's request and to continue review of bylaws for future modifications.

Ms. Nartowicz to review FY10 health insurance expenditures to-date, collective bargaining agreements and SES personnel policies prior to the next meeting.

Respectfully submitted,



Margaret Z. Nartowicz
Town Administrator