

Town of Littleton  
Personnel Committee Meeting  
May 28, 2009

Those present: Joe Gaffney, Kathy Coughlin, Don Smith, Allen McRae, Alex McCurdy, Keith Bergman and Roland Bernier.

Also attending: Ann Essman, Assistant Treasurer; Kate Hodges, PRCE Director; David Badger, Cemetery Commission

Meeting opened at 8:30

### **Approval of Minutes**

The minutes of May 14, 2009 were approved as presented.

### **PR&CE**

- Kate Hodges presented the Board with the Community Education Enrichment Program Salary Grid and Job Descriptions. These are temporary part time positions. The salaries are paid though the Community Education fees. A motion was made and approved to accept the Community Education Enrichment Chart as presented. It will be added to the Personnel Bylaw at the 2010 Annual Town Meeting.

- Kate also discussed the Camp Counselor's pay. The pay rate of the current holder of the position is higher than the highest step for the grade. The Board approved the pay rate of \$14.00 which is to be red circled until the grade pay scale reaches a higher rate.

### **Cemetery Department**

- David Badger discussed the position of Cemetery Administrator. Currently the groundskeeper/laborer employee and a senior volunteer are doing the work previously done by the administrator. The Cemetery Commissioners will be meeting to review the staffing needs of the department. The Personnel Board suggested that if the groundskeeper/laborer is currently doing significant amount of the work previously done by the administrator he should be compensated with stipend.

- The Groundskeeper/Laborer is currently red circled at Grade 5. If the Cemetery Commissioners change the job description, it will be rerated.

### **Step Increases**

- Ann Essman presented the Board with payroll authorizations for several seasonal PR&CE employees. These were approved and signed by the Chair.

### **Job Description Rating**

- The updated job description for the current Assistant Treasurer was rated by Roland Bernier and discussed with the Board. It was moved, seconded and unanimously voted to approve the position of Assistant Treasurer as a Grade 9.

### **Sick Leave/Maternity Leave**

- Discussion continued regarding sick leave and maternity leave. At this time past practice will be used in regard to maternity leave along with Federal and Massachusetts law.

- The Board would like to clarify the sick leave policy without harming the Bylaw employees. Currently, for Bylaw employees, sick leave is included in the short term disability section of the Bylaw. Other employees within the town are covered by different sick leave policies. A discussion regarding the various ways of regulating sick leave occurred.
- The Board will continue to research sick leave/maternity leave policies from various entities. Keith Bergman will request sick leave policies from MMA and other HR sources. The Board asked Ann Essman to present the Board with actual sick leave use statistics for all the town departments.
- A memo will be sent to management in order to make them aware of the current maternity leave practice so that maternity leave will be consistent within the town.

#### **Personnel Board Elections**

- Kathy Coughlin reminded the Board that the annual election of employee members to the Board must occur before June 30. She was asked to notify Jenn Gibson, Executive Secretary to begin the process.

The next meeting: Thursday, June 11, 2009 8:30AM Room 103, Town House

#### **Proposed Agenda**

- Open Meeting
- Approve minutes
- Step Increases
- Job Descriptions
  - On Call Fire Fighters

Meeting adjourned at 10:15AM

Respectfully submitted,  
Kathy Coughlin, Clerk