

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

April 17, 2020

Location/Time: Zoom Meeting 12:00

Personnel Board Present: Mary Carrigan, Chairman, Juris Alksnitis, Sue Geremia, Mary Hornsby and Chris Dwelley, Town Administrator, *ex Officio* and Katelyn O'Brien, Asst. Town Administrator

The minutes for the January 9, 2020 meeting were discussed and approved.

We discussed the Vacation Carry Over policy given the difficulties with people working in difficult situations and are not taking time off because of the corona virus situation. We discussed the situation as related to both union and non-union staffs. We voted that the Town may authorize up to 3 weeks of carryover. This applies to all staff and is to be taken in the next budget cycle, FY July 1, 2020 – June 30, 2021.

We also discussed the Step Increase process that currently requires new hires to be eligible for an increase based on the cycle of the budget. Depending on the employee's hiring date their step increase could be early or delayed depending on the time of year. The proposed change would allow the new employee to be considered for a step increase at the time of their hiring anniversary. This would allow for consistency and for a full year to assess the employee's performance. The Board supports the change in principle. It would not affect the general increase. The next step is to amend the Personnel policy. C. Dwelley will send proposed language for Board consideration.

C. Dwelley reported that the Municipal Project Manager position has been filled by hiring Dave Sullivan at next to the highest step. He brings 7 yr of experience in Mass. municipal technology and process work and will begin work next week. Top priorities include: modernizing time and attendance process; streamlining recordkeeping; revamping town budget.

We will receive a draft of the Human Resources Audit. Rules and Regulations and job descriptions will be presented to the Board via Zoom in the next 4 – 6 wks.

K. O'Brien and C. Dwelley gave an update on the Classification Study RFP, which is ready to be advertised. Estimate the work will start in about 2-3 mo. Grant funds for this are available for the next 2+ years.

It was agreed that the current annual COLA review process involving the Board remains in place until next year, or later.

Respectfully submitted,

Mary Carrigan, Chair