

Personnel Board  
Library Building  
7:11 p.m.

Present: Jim Huber, Ken Gay, Bob Graves, Sharon Downs

#### MEETING SCHEDULE

Next meeting: Thursday, March 3, 2016 @ 7:00 p.m.

#### MEETING MINUTES

Minutes from the January 21, 2016 were read and approved.

#### OLD BUSINESS

- Selectman Martell provided a copy of the new sick time regulations as requested by the Personnel Board. PB members were asked to review it for discussion at the next meeting. According to the documentation provided by Bill Martell, the policy appears to state the following.
  - Sick leave is mandated; whether the Town additionally funds paid sick leave is a town vote. The sick leave policy that refers to paid sick leave requires vote at town meeting to adopt.
  - If the Town votes to adopt the policy to pay sick leave, then the funding needs to be voted on.
  - Questions raised included:
    - Can we obtain info from the finance committee of what it would cost to fund it?
    - Is there a way to find out what happened in Amherst?
    - Is accrued sick time currently being calculated and tracked as required by the policy?
  - Under 940 CMR 33.00, the town has the obligation to determine through town vote whether to appropriate funds for paid earned sick time.
  - The PB has now looked at the policy as requested by the Select Board and will recommend the Select Board bring the policy to the Town for vote as to whether to adopt a policy to provide paid sick leave. If voted as "yes" then a Town vote needs to be taken to determine whether to appropriate the funding.
  - Regardless of whether the Town votes to appropriate funds for paid sick leave, employees are eligible to accrue sick leave whether it is paid or unpaid.
  - Jim will contact the Finance Committee regarding budget information related to the funding for paid sick time and whether the Finance Committee would write the budget component of the article.
  - **Motion made and approved.** Motion was made to create a draft warrant article about earned sick time for the May Town Meeting.
  - Warrant articles are needed by end of March.
  - The PB will provide a report to the Town of the PB's interpretation of the law related to earned sick time.

## MEETING DISCUSSION

- Questions for the Select Board--
  - The PB still needs the following information.
  - The written job description or information about when is the info coming to the PB to write the description for the new town administrative assistant.
  - Information about when the job will be posted.
  - Given the absences of the current Select Board member contact, will another be appointed to the PB?
  - List of all town employees--full and part-time
  - Family Leave Act
  - Health insurance requirements
  
- Jim will ask Bill Martell when the AA job will be posted.
- May need to bring Policy Manual to town vote for clarifying language in the manual.

## TOPICS FOR NEXT MEETING

- Continued discussion regarding earned sick time policy.

MEETING ADJOURNED: 8:55 p.m.

Respectfully submitted,  
Sharon L. Downs