



TOWN OF SOUTHAMPTON

Southampton, Massachusetts 01073

Personnel Policies and Procedure Board

Minutes Thursday, May 25, 2017 Second Floor Meeting Room

Present: Arthur Lawrence, Josie Alderman, Jim Palermo

Not Present: Charlie Kaniecki

The meeting was called to order at 6:00 PM

The Chair announced that Francine Tishman is precluded from serving as a liaison member on the PPPB, because it was recently learned that a Town by-law prohibits members of the Finance Committee from serving on any additional Town committee.

Personnel Change Forms (PCFs)

Member Alderman moved to approve the PCF submitted by Nilda Cohen, on behalf of the Council on Aging, seeking a wage increase for Van Driver Richard Homan, to \$14.00 per hour. Member Palermo seconded the motion, which passed unanimously.

Member Palermo moved to remand to Fire Chief Workman, the two PCFs he submitted seeking to give “additional duty” and an increase in pay to EMS Robert Dragon and EMS Jessica Kowal, who were referred to as “training aide preceptor(s).” The motion was seconded by Member Alderman. It was noted that the job title of “preceptor” is one with which no member of the PPPB is familiar. Accordingly, the PPPB would like additional information, including whether this is a new position, and whether the position needs to be posted. The motion to remand was approved unanimously.

Member Alderman moved to approve the PCF submitted by Fire Chief Workman to hire and, therefore, add to the on-call roster, Anna Nadler as a probationary firefighter at \$11.00 per hour. The motion was seconded by member Palermo, and passed unanimously.

Other Business

Member Palermo moved to approve the request submitted by Thomas Quinlan, Jr., seeking authorization to carry over 40 hours of unused vacation time, from FY 2017 to FY 2018. The motion was seconded by Member Alderman and passed unanimously.

Minutes:

Member Alderman's motion to approve the minutes from the May 11, 2017 meeting was seconded by Member Palermo, and passed by unanimous vote.

New Business:

The members then considered the proposed job descriptions for the positions of Fire Chief and Police Chief.

Member Alderman's motion to approve the March 25, 2017 iteration of the Police Chief's job description was seconded by Member Palermo and passed unanimously.

With regard to the job description for the Fire Chief position, the following redactions were made:

Pg. 1, under Supervisory Responsibility, 11 lines down	Add apostrophe to word "employees" to read "reviews employees' performance..."
Pg. 2, under Judgment fourth line down	After "or" add the word "to" so as to read..."or to adapt..."
Pg. 2, under Judgment sixth line down (underline indicates change to text)	Revise to Read as follows: "...The incumbent is recognized as the department's or <u>the</u> functional area's..."
Pg. 2, under Work Environment, fourth line down	Change "compromised" to "at risk", followed by period. Delete "such as Fire and Police personnel"
Pg 2, under Occupational Risk, last line	Change "is" to "are"
Pg. 3, fifth paragraph (underline indicates change)	Change to read "Responsible for the interpretation and application of <u>the Town's</u> personnel policies and procedures <u>for</u> department personnel (<u>delete issues</u>);.."

Member Alderman moved to approve both of the redacted job descriptions. The motion was seconded by Member Palermo and passed unanimously.

The meeting was adjourned at 7:15 PM.

Respectfully submitted: James J. Palermo, Clerk

