

Personnel Policy and Procedures Board  
Monthly Meeting Minutes  
Southampton Town Hall Meeting Room  
Treasurer/Collector Conference Room  
Tuesday, October 18, 2011  
7:00 pm

Joseph Stahl, Chair called the meeting to order at 7:00 pm.

Board Members Present: Joseph Stahl, Chair, Edward Cauley, Co-chair, Robin Richard, Clerk

Absent: Michael Phelan and Derek Geser

Visitors Present: Convy Stahl

The following PCF's were approved unanimously:

- Regina Shea-Sullivan – temporary 12wk position, Interim Town Administrator
- Kevin Nichols – \$17.81/hr Part Time Police Officer, as needed
- Lisa Shea – Part Time Library assistant, increase to 15 hrs/wk
- Berkley McChesney – Temporary Library Director \$21.31/hr
- Catherine Cooper – Part Time library assistant \$9.78/hr 15 hrs.

The following Job Posting were approved unanimously:

- Full time Library Director – Range \$ 19.63 - \$21.41
- Part time Library Assistant - Saturdays, 3hr/wk \$8.00/hr

Next month agenda requests:

- Robin Richard requested to revamp the PCF form to help inform us of other part time positions and exclude unnecessary information such as SS#. Also, to add dates next to the signatures. A rough draft will be typed up for approval at our next meeting.
- Robin Also requested to review the Policy Handbook.

The next meeting is scheduled for Wednesday, November 9, 2010.

7:20 - Meeting adjourned

The PPPB Board met jointly with the Select Board to discuss a possible Time Clock/Time Sheet Policy. It was voted to have an across the board policy of uniform time sheets. The PPPB has reviewed several sample time sheets at a previous meeting. Robin Richard and Edward Cauley will combine timesheets and establish a uniform time sheet that will work best for each department. A letter will go out to inform employees about this new policy of uniform time sheets.

Employee accruals were discussed. Not all Departments hand in their total annual accruals to be calculated and printed on their paychecks. A joint letter will go out requesting accruals to be tracked by the Treasurer's Office.

Part Time Employees holding 2 positions in the town were discussed regarding health insurance. If the employee works 20 hours per week they will qualify for health insurance. Edward Cauley would like to discuss this matter at the next School Committee meeting as the PPPB does not handle the school new hires. Also it was discussed that we revamp our PCF's adding a line regarding "other town positions."

Minutes respectfully submitted by Robin Richard, PPPB Clerk