

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

1/19/2023

Location/Time: Zoom Meeting, 1PM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Mary Hornsby, Rick Reed, Interim Assistant Town Administrator, *ex officio*

Guests: Bethany Klem, Director, Town Library

1. **Quorum confirmed.** All 3 current appointed Board members present.
2. **Interim Assistant Town Administrator introduced.** R. Reed has extensive experience in municipal management including in human resources. During the transition, R. Reed will be working 18 hrs/wk. including from home and at Town Hall Tuesdays and Thursdays. R. Reed offered to support the Personnel Board by preparing info on any reclassification request and meeting with the requesting agency head to advise about the process prior to advancing a case to the Personnel Board for consideration.
3. **Request from Director of Dover Town Library to review two positions.** B. Klem had previously explained her concerns regarding the Library Aide and Generalist-Librarian positions. (See Nov. 3, 2022 memorandum to the Personnel Board and Personnel Board minutes of 12/5/22 meeting.)
 - a. **Library Aide/PT Library Assistant** – Director Klem seeks to drop the Library Aide position (not recorded in any classification system) and move the current employee in this position to PT Library Assistant (largely similar to Lib. Aide). It is already graded in the proposed new Compensation and Classification system as part of the recent Town-wide Classification and Compensation work. The subject employee no longer has any concerns about undergoing a new probationary period in the new position. This case does not require a classification, evaluation, or other action by the Personnel Board. It reasonably falls within the executive purview of the Library Director, Interim Assistant Town Administrator, and Interim Town Administrator to work out the proper and applicable mechanics of making the subject change based upon a transparent explanation consistent with other applicable Town regulations (e.g. promotions, transfers, vacancies, etc.) and policies. However, the Board does not wish for such corrective action to unintentionally set a precedent for unauthorized future transfer or advancement of employees, nor give the appearance of preferential treatment or lack of due process.

Action: IATA R. Reed will review applicable Town regulations and policies and send an explanatory memo to the Personnel Board describing the mechanics, justification, and authorization for the relevant action needed in this case. This would be placed in Town HR records and records of the affected employee.

- b. Generalist Librarian** – Personnel Board will do a preliminary evaluation of this proposed new position at a later date utilizing a draft rating form which incorporates the rating system in the proposed *Town of Dover Position Rating Manual, Oct. 20, 2022*.
- 4. Classification and Compensation system document review.** The Town Google folder titled *New Compensation and Classification Plan* contains the most complete and up to date set of proposed documents. The Board agreed to review the following documents for discussion at the next Board meeting:
- a) Classification/Compensation Study Summary Report
 - b) Classification and Compensation Project Methodology
 - c) Dover Grade Structure
 - d) Proposed Classification Plan Characteristic Chart
 - e) *Town of Dover Position Rating Manual, Oct. 20, 2022* (ongoing review)
- 5. Review and approval of prior minutes.** The Board reviewed and approved its minutes for the Dec. 5, 2022 meeting.
- 6. Next Zoom meeting:** 2:30pm Thursday, February 2, 2023.

The meeting was adjourned at 2:13PM.

Respectfully submitted,
Juris Alksnītis, Co-chair