



MILFORD PERSONNEL BOARD
Wednesday, January 20, 2021 – 6:30 P.M. (via ZOOM Meeting)

The Personnel Board invites public participation on all agenda items.
For those wishing to call in to listen or speak, please email haroldrhodes@comcast.net for the Conference Call Number.

AGENDA AMENDED

- 1. CALL TO ORDER**
- 2. INVITATION TO SPEAK**
Please note – Milford residents are encouraged to participate at any time during this meeting.
- 3. PAYROLL/BUDGET - Clerk Payroll**
- 4. APPOINTMENTS**
- 5. REPORT OF THE H.R. DIRECTOR**
 - a. Status of Job Descriptions / Layout Change
 - b. Discussion – Salary Classification Study
 - c. Updated Current Personnel Summary
- 6. REVIEW OF JANUARY, 2021 TOWN MEETING**
- 7. DISCUSSION – SPRING TOWN MEETING, 2021**
 - a. Article 2: Cost of Living Adjustment
 - b. Approval of Vacation Carry Over's
 - c. Possible New Articles
 - i. Definition of Appointing Authority
- 8. FUTURE AGENDA ITEMS**
 - a. Updated Codification to Personnel By-Laws
 - b. REVIEW OF SERVICE RECORDS (Personnel By-Law 3.5 – see attached)
 - c. SATISFACTORY SERVICE REVIEW BY DEPARTMENT HEADS (Personnel By-Law 3.13 – see attached)
 - d. PUBLICIZING PERSONNEL VACANCY (Personnel By-Law 3.16 – see attached)
 - e. Paralegal Position
- 9. APPROVAL OF MINUTES**
 - a. November 18, 2020
- 10. ADJOURNMENT**

Matters listed on this Agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may, in fact, be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

Signature:
Harold Rhodes, Chairman

Date:
January 15, 2021

REVIEW OF SERVICE RECORDS (Personnel By-Law 3.5)

- a. *"Service Records shall be established and maintained for all permanent employees who are subject in any way to the provisions of this Plan.*
- b. *The record shall show the Name, Address, Date of Birth, Date of Employment, Veteran's Status, if any, and a chronological record of wage or salary progression, Civil Service and other ratings, if any, and such other information as may be deemed necessary or desirable for proper administration of the Plan.*
- c. *In order to maintain the said Service Record, the Personnel Board shall review for accuracy all changes in salaries or wages of employees, other than general annual cost of living adjustments, whose positions are included in the Plan prior to entering said changes on the Town's payroll."*

SATISFACTORY SERVICE REVIEW BY DEPARTMENT HEADS (Personnel By-Law 3.13)

"All employees who are rendering satisfactory service, in the opinion of their Department Head, and who are under the maximum wage or salary rate for the positions in which they are employed shall be advanced to the next grade annually (one year from the date of employment or date of advancement to present grade)."

PUBLICIZING PERSONNEL VACANCY (Personnel By-Law 3.16)

"Any vacancy, as defined in Section 1.06, that an appointing authority intends to fill shall be publicized in a newspaper of local circulation or some other media outlet. Seasonal positions that an appointing authority intends to fill shall be re-advertised at the beginning of each season.

The appropriate Department Head, Supervisor, or Board Chairperson shall notify the Personnel Board of the filling of any vacancy, as defined in Section 1.06, and shall provide a copy of the public announcement for said vacancy. The Personnel Board shall review for accuracy the position title and salary or wage prior to placement on the Town's payroll."