

PERSONNEL BOARD

To the Honorable Board of Selectmen
and the Residents of Chilmark:

The Personnel Board has several functions that serve the Town and its employees. It is a policy making board that protects the interests of the Town and its employees by ensuring fair practices and procedures are followed by both entities. We also act as an objective advisory board for any employee questions or issues that may arise throughout the year.

The Board had a busy year and is pleased with the progress made on several projects that will help support all Town employees and provide better, more efficient service. Before outlining these initiatives we would first like to thank Henry Burkin for his dedicated service on the Board. He provided sound advice and had a way finding simple solutions to complex issues.

1. TOWN SERVICES ORGANIZATION: The Personnel Board created a Town Services Organization and Operations plan. The goals were to establish clear lines of responsibilities and accountabilities for all departments while fostering more efficient teamwork among the various disciplines.
2. PERSONNEL POLICIES: Seven additional personnel policies are near completion that are intended to clarify or amplify Chilmark's Personnel By-Laws. These policies are aligned with the by-laws and the employment standards outlined in the Fair Labor Standards Act.
3. BENEFITS TRACKING SYSTEMS: The Board, Town Accountant and Treasurer are working closely to create a more efficient and accurate way of tracking accrued and used employee benefits through the Town's payroll system provider.
4. COST OF LIVING ADJUSTMENT FACTOR: The Board has developed a more consistent and objective formula for calculating the Town's annual cost of living adjustment factor (COLA).
5. COORDINATOR OF ADMINISTRATIVE SUPPORT: In response to voter feedback the Board is pleased with the discipline and assistance this function is giving the Board and Town Hall staff.

Respectfully submitted,

JENNIE GREENE, Chair
LOIS NORTON
MAX McCREERY
RICHARD WILLIAMS
HENRY BURKIN