



# TOWN OF CHILMARK, MASSACHUSETTS

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To: Chilmark Board of Selectmen  
From: Chilmark Human Resources Board  
Date: June 14, 2016  
Re: TriTown Clerical Assistant Step Increase & Unpaid Vacation Time Request

The Human Resources Board of Chilmark (HRBC) met at a properly posted meeting on Thursday, June 9, 2016 and voted to recommend the change in Step of the current TriTown Clerical Assistant to a Step 5 from a Step 3 and to make this change effective as of the date of the completion of the employee's probation period.

The HRBC took no action on the request to recommend the granting of an additional week of unpaid vacation leave and directed the TriTown Chief to gain approval of this unpaid vacation from the appointing authority.

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Jennie Greene, Chairperson