

From: [Katie Carroll](#)
To: [Tim Carroll](#)
Cc: [Anna McCaffrey](#); [Jan Buhrman](#); [Matt Poole](#); [Jennie Greene](#); [Assistant Exec Sec](#)
Subject: Re: Anna McCaffrey pay and eval SB Agenda
Date: Thursday, April 13, 2023 10:22:15 AM

Correct, two separate items.

1. Grade increase per BoH request based on our initial agreement.
2. Performance acceptable and request to appoint as full time employee.

Thank you.

Sent from my iPhone with random autocorrects that may inadvertently change the meaning of the content♀

On Apr 13, 2023, at 10:08 AM, Tim Carroll
<townadministrator@chilmarkma.gov> wrote:

Katie

Thank you. I have added your requests to the Select Board draft agenda on Tuesday. I expect that the Chair will permit them on the agenda and ask that Anna and a member of the BOH attend the Tuesday zoom meeting. The two items as I understand it are a request to move Anna from one grade to another and to recommend that as Anna has successfully completed her initial evaluation period of six months, it would be appropriate for the Select Board to vote her to be a permanent employee pursuant to the HRB bylaws.

Tim Carroll

Town Administrator
Town of Chilmark
508-645-2101 O 508-627-0034 M 508-645-2110 F

From: Katie Carroll <squidrow@vineyard.net>
Sent: Thursday, April 13, 2023 9:29 AM
To: Tim R. Carroll (townadministrator@chilmarkma.gov)
<townadministrator@chilmarkma.gov>
Cc: Anna McCaffrey <BoH@chilmarkma.gov>; Jan Buhrman <jan@janbuhrman.com>;
Matt Poole <mpoole@edgartown-ma.us>; Jennie Greene <quansoo@earthlink.net>
Subject: Anna McCaffrey pay and eval

Hi Tim and all,

Thank you all for helping me officially welcome Anna McCaffrey as the face that greets you for all things Chilmark Board of Health! To finalize the process, please see below.

FIRST:

1. Please find attached below the 6 month performance review of Anna McCaffrey. The Board will go over all of this verbally with her at our next meeting.
2. As per section 3.0 of the HRB procedures, I am requesting you officially appoint her as a year round employee.

SECOND:

1. Please also find attached below a copy of my email sent on April 7, 2023 requesting that Anna's pay increase from grade 7 to 8. As per our agreement at her interview on September 29, 2022, "Pay was initially settled at grade 7 step 3 with an increase to grade 8 step 3 once discussed certifications were obtained."
2. When I was informed the payroll change form was not sufficient, I emailed you to request the change be made per our agreement. In my email memo dated April 7, 2023, I acknowledge, on behalf of the Board, that we are at that point. I've attached the email below and also cut and paste it into a word doc should you need it in that format as a "memo" to print for Anna's file.
3. I have already signed and submitted the pay change form for your approval, but have attached it here again just in case.
4. Please see that her pay is changed retroactive to the date the form was signed and submitted, April 5, 2023.

Thank you all for helping with this process. We are excited to have Anna as part of our team and look forward to working with her in the seconds, minutes, hours, days, weeks, months and years to come!

Best,
Katie

