

PERSONNEL COMMITTEE

Robert Minardi, Chairman2004
 Tina Robidoux2005
 Jeanne Shapiro2005
 Anthony Scappaticci2006
 Barbara DiBugnara2006

The Personnel Committee meets twice a month, the 1st and 3rd Tuesdays, to review current town personnel policies, address new and changing state and federal regulations, counsel and inform department managers/other boards regarding personnel issues and address individual requests for policy clarification. We have responded to requests from the following departments/boards/committees: Advisory, Assessor, Communication, Library, Planning, Police, Public Works, Selectmen, Treasurer and Town Coordinator. The Committee is an active member of the Massachusetts Municipal Personnel Association, which helps us establish direct communications with other town personnel committees/departments.

During the calendar year, the Committee lost the services of one of its members, Tony Scappaticci, who resigned for personal reasons. The Committee would like to thank Tony for his contributions during his tenure. The Committee added a new member in 2003, her name is Tina Robidoux. Her experience within the Human Resources profession is an invaluable addition to the Committee.

The calendar year 2003 started with the implementation of the Job Classification and Compensation Study. The study was implemented on February 1, 2003. Additionally, the Committee reviewed (on a requested basis) job descriptions and/or the respective salary scale of a given position to ensure both job content and financial accuracy. Other tasks that were started during FY2004 and will continue into FY2005 are:

- Standardized employee performance evaluation form
- Simplification of the budgetary salary increase process
- Updating of the town’s Personnel Bylaw

The Personnel Committee looks forward to assisting all town departments and town boards into the new year.

**Financial Statement
 July 1, 2002 to June 30, 2003**

Expenses			
Appropriated			\$7,900.00
Expended	Longevity Pay	\$2,450.00	
	Supplies	50.00	
	Educational Assistance	1,808.25	<u>\$4,308.25</u>
Unexpended balance returned to general fund			\$3,591.75