

Personnel Committee Meeting

27 September 2022

Attending: Linda Eldridge, Lianne Prentice Absent: Kelly Rines

Community Member Present: Linda Cook

Meeting start: 4:30pm

Meeting end: 5:25pm

*The following survey was sent out to all town employees. At this meeting, each response was read and collated.
Next meeting, Tuesday, October 18 at 4:15pm*

*The black represents the direct language from the survey. The red represents employee responses.
Respectfully Submitted, Linda Eldridge*

A group of volunteers is updating the Town Personnel Policy. Your input is important in helping us to make Tamworth a better place for you to work. Please take a few minutes of your time to share your feedback. This survey is anonymous; you do not have to sign your name. When complete, please seal your survey in the enclosed white envelope and put it into the bigger manilla envelope your department head provides or drop it off at the town office with Town Administrator Keats Myer. **PLEASE RETURN NO LATER THAN Monday 9/26.**

1. When working for a municipality, what are three things you look for in a job?
Hard Work-Honest-Job well done-helping the public (2)-Best interest placed-Team work-Supervisor who will train-Flexibility in schedule-Pay (3)-Benefits (3)-Support (2)-Leave time-Public service
2. What attracted to you to work for the Town of Tamworth? What about your job provides you satisfaction? What would make your job better?
Working for towns people (6)-seeing roads improve-Satisfaction-Location (2)-Mother's flexible hours-Making a difference in a complicated world-Ned to continue to better myself and understanding of others-Support from board of selectmen-new challenge-Allowing part-time workers (that are not seasonal) to earn leave time-Following rules/regulations so as to not burden the tax payers
3. When you were hired, did you negotiate any terms of your letter of hire/contract? Yes No
If yes, please explain. No answer 1 1 5
4. Have you ever received a bonus or merit pay increase? Yes 4 No 2 No answer 1
*If yes, how did that come about (was it part of a formal evaluation or other)?
If no, are there occasions where you think—in your job—bonuses, stipends, or merit increases would be appropriate?
The bonus/merit came from evaluation-Customers in office helped proof my wealth.
Bonuses/stipends & merit increase need to happen because it lets you know that the Board appreciates what you are doing
Years ago there was an employee stipend incentive
Increases are contractual-loca other employee
No-Merit increases # 1 on list-stipends appreciated
No-Not even from Selectboard w/employee evaluation being done
Yes-but by vote at town meeting w/amendment thru voting article for department
I think I did once*
5. How happy are you with the Town's health benefits?
Extremely Satisfied 2 Dissatisfied 1 Don't have benefits 2 No Ans 2

Please feel free to give us input about what you do or would like in a health care policy.

Have flexible schedule which outweighs benefits

Employee cost is fair, site of service plan tricky to navigate. If you don't use site of service provider get stuck with large bill. Got stuck with \$750.0 bill which should have been free of charge
\$10,000 Life Insurance benefit would be helpful and not expensive-good perk

6. Are there classes, trainings, or tools that could better serve you in doing your job for the Town?

Yes 6 No No Answer 1

If yes, are these offered to you? Please share examples of additional trainings you'd like.

Trainings are offered and typically attended

I'd like more information on transfer training

There is adequate training through my department, through multiple venues

Training of any kind would benefit employees and the town would know they've been trained

Work shops and conferences, also req for some functions

7. Do you feel prepared to safely do your job?

In your vehicle? Yes 4 No N/A 2

Operating equipment? Yes 5 No N/A 2

Using safety equipment? Yes 5 No N/A 2

Is all necessary safety equipment provided for you? Yes 6 No 1 N/A 1

If no for any question, what would make you better prepared?

Other:

8. Are you satisfied with Tamworth's leave time policies (vacation, sick, bereavement, etc)? Yes 0 No 4
N/A 3

If no, do you have suggestions for improving how time off from work is earned and managed? →

Can't comment on something I don't receive

Sick Leave and Vacation greatly needed to maintain positive work/home balance

I would like to see more sick leave and comp time

The towns leave time policy is out of date and not competitive with other towns-Alli inclusive leave time should be used and allowed to accrue-W/payout unused time or rollover-Should be step program leave times pay that would allow us to have employees at a rate of pay & leave applicable to their years-New hires would feel comforted with town, would increase w/town so all pay and leave time=This has never been the policy with the town leaving them to scramble to come up to par with rate of pay/leave.

I would like to see leave time rollover and have a cap on how much time earned. I would also like to see the town offer leave time to full time/part-time.

(Linda Cook thought it was called part-time modified)

Revisit sick time-8 hours earned a month or 12 days given a year not earned. Sick time rollover year to year. Have federal holidays been updated, should we add Juneteenth. Policy still shows Columbus Day should be Indigenous People Day.

Vacation time change 18 full years to 17 full years to keep w/5 year increments-See page 15 of policy

9. Are you evaluated annually by your supervisor? Yes 5 No

If yes, what does this process look like? No Ans 2

Supervisor provides written evaluation of strengths, weaknesses, places for improvement-going above and beyond. Usually follows request for increase in pay

Eval based on job performance-I believe current policy states employees' w/positive evals get increases, it's never been the case

Process inconsistent w/various Boards and at one time completely unfair w/strong bias toward political issues

Department Head fills out goes to Selectboard-felt it is a waste of time, nothing ever comes of it
Very good-interview style-constructive critique
Employees are evaluated but no annual merit raises given by Supervisors suggestions

10. Do you feel like you're fairly compensated for your work? Yes 3 No 2 No Ans 2
If no, what would feel fair to you?

Additionally pay should be considered for the quantity and quality of work done. Based on the efficiency created-the money saved to the town-the overall opinion of those who serve-Given the quality of work and responsibility as well as the large amount of unpaid hours, I would say I'm not fairly compensated
I'm one of the lowest paid in the county and have a much greater work load than those paid at the higher rate

I fully understand the economy is not good right now but there has to be other ways that do not cost the town that much to show appreciation to their employess

Maybe a little more in mileage consistent with fuel costs

For employees who's supervisor tries to keep up with annual merit raises, it is difficult to keep up with being compensated fairly when merit raises are not given until new employees are hired for the same pay grade and then the senior employee is bumped up way too late and/or possibly he's left

Need step grade the merit/ performance reviews and becomes more evident when all the new hires starting wages are more than 15 year veteran employees are making. See page 8 under evaluation of personnel policy.

Addendums included with surveys:

2 Performance Evals included

Example of Life Insurance

Current job application start at two weeks paid leave

Tamworth Pay & Wage Classification from 2014

Thank you for helping us to make Tamworth a better place to work!

Linda Eldridge, citizen/town employee

Lianne Prentice, Select Board

Kelly Rines, citizen