

## Provincetown Personnel Board

Meeting of July 15, 2009 – 2:00 P.M. – Town Manager’s Conference Room  
Temporary Town Hall, 16 Jerome Smith Road, Provincetown, MA 02657

### MINUTES

Present: Scott Powell, Chairman; Lisa Westervelt; Joseph Gilmartin  
Absent: Anna Carter, Andrew Aull  
Others: Town Manager Sharon Lynn, Pam Hudson

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Chairman Powell called the meeting to order at 2:07 P.M.

#### **Agenda Item # 1: EEO/AA Policy**

The Board voted to approve the updated EEO/AA Policy Statement prepared by Town Counsel, including paragraph #3, which states “The Town has also adopted an EEO/Discrimination and Harassment Policy, further prohibiting discrimination and harassment, consistent with the Town’s obligations under federal and state law.”

Moved by Joseph Gilmartin, seconded by Lisa Westervelt. Passed: 3-0-0

#### **Agenda Item #2: Personnel Policy Manual Updates**

The Town Manager led a brief discussion on the need for a progressive discipline policy. The Board agreed that a progressive discipline policy is a good idea, but questioned whether including “incompetence or inefficiency in performing job duties” in the list of “Behaviors that May Result in Disciplinary Action” might be too broad, since it would then get into job descriptions and evaluations.

The Board then voted to approve the following amendments to the Personnel Rules as prepared by Town Counsel:

A. Chapter 9, Article 12. Family Medical Leave, amended language:

Moved by Lisa Westervelt, seconded by Scott Powell. Passed 3-0-0

B. Chapter 9, Article 7. Maternity Leave, delete entirely and replace with new language:

Moved by Scott Powell, seconded by Joe Gilmartin. Passed 3-0-0

C. Article 1. Add new sections 6-1-6, 6-1-7, 6-1-8.

Moved by Scott Powell, Seconded by Joe Gilmartin. Passed 3-0-0

D. Adopt Progressive Discipline form.

Moved by Scott Powell, seconded by Lisa Westervelt. Passed 3-0-0

E. Nepotism Policy. Add new section under either Chapter 3 or Chapter 5:

Moved by Scott Powell, seconded by Joe Gilmartin. Passed 3-0-0

F. Electronic Communications and Computer Usage Policy.

Discussion took place regarding the safeguarding of town documents as well as safeguarding confidential employee information.

Lisa Westervelt moved that the Electronic Communications and Computer Usage

Policy be adopted provided that it include a section on protecting identity theft. Joe Gilmartin seconded. Passed 3-0-0

Sharon Lynn stated that she would follow up with Town Counsel on crafting the appropriate language.

### **Agenda Item #3: Other business**

Scott Powell asked about the Town Board absenteeism policy. Pam Hudson stated that if a member is absent for three consecutive meetings, their position may be considered vacant.\*

(\*The Absenteeism policy can be found in the *Handbook for Members of Town Boards* at [www.provincetown-ma.gov/twn\\_bd.html](http://www.provincetown-ma.gov/twn_bd.html))

### **Agenda Item #4: Schedule for future meetings**

The consensus of the members was that no further meetings were needed at the present time.

At 2:48 PM Scott Powell moved to adjourn the meeting. Joe Gilmartin seconded. Passed 3-0-0.