



TOWN OF CHILMARK
CHILMARK, MASSACHUSETTS

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M E M O R A N D U M

To: Department Heads

From: Chilmark Personnel Board

Date: September 16, 2010

Re: Effective Interim Policy

At a properly posted and duly called meeting of the Chilmark Personnel Board on Thursday September 16, 2010 at 8:00am, the Board voted to approve effective immediately the following Three Step Policy:

1. If a department head or Supervisor thinks disciplinary actions may be needed with an employee, he or she should discuss the situation with the Chair of the Personnel Board before any action is taken.
2. The Chair of the Personnel Board and Department Head or Supervisor will agree upon the proper method for gathering the facts of the issues for review.
3. If after the reviewing of the facts with the Chair of the Personnel Board, it is determined formal disciplinary actions must be taken, the disciplinary plan shall be reviewed with the Chair of the Personnel Board, a member of the Board of Selectmen and Town Counsel before disciplinary action shall be initiated.

Chilmark Personnel Board

Todd Christy
Administrative Assistant

