

**Mechanicville Civil Service Commission
Minutes of Meeting
Held October 24, 2019**

The meeting was called to order at 5:30 p.m. on October 24, 2019 of the Mechanicville Civil Service Commission at the City Garage.

Present: Commissioner Robens
 Commissioner Thompson

The minutes of the previous meeting held on September 19, 2019 were read and approved.

MSD 426A – Report of Personnel Changes

- a) Alycia Wynn was appointed as Clerk from a Certificate dated 9/20-10/20/19 on 9/20/19.
- b) Eileen Day was appointed as Clerk (PT) – Non-competitive on 9/6/19. Pending approval of application.
- c) Rachel Holbrook was appointed as Assessor for term of office from 10/1/19-9/30/25.
- d) Kim Noonan was reassigned as Account Clerk from the Accounts Office to Public Safety Office on 9/5/19.
- e) Beth Murray resigned as Teacher Aide on 10/14/19.

Old Business:

The Commission discussed the current policies including the alternate test date. There are two candidates who requested an alternate test date for the Police Officer examination. It was agreed upon by the Commission to give this examination on the following Monday.

New Business:

Secretary Sweeney informed the commission that there was a physical agility test being given at high school. Only two candidates showed up and they both passed. The candidates who passed the PT test were handed a canvass letter to be returned by Monday, 10/28. The commission agreed to reinstate Bill Wickham to the Eligible List due to letter received.

The Commission discussed the probation period for 10 month employees at the School District. The 180 days use to be calendar days and therefore, was 6 months. The School is questioning about an employee hired and if they continue their probation through the summer. I think it may be in their contract. Here is our rule that I sent to the school:

Probationary term

- a. Except as herein otherwise provided, every permanent appointment from an open-competitive list and every original permanent appointment to a position in the non-

competitive, exempt or labor class shall be for a probationary term of not less than eight nor more than fifty-two weeks.

e. An appointment shall become permanent upon the retention of the probationer after his/her completion of the maximum period of probation or upon earlier written notice following completion of the minimum period of probation that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Commission.

Appearances: None

The meeting was adjourned at 6:10 pm.

Attest: _____
Secretary