



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

Personnel Board Meeting Minutes

Date / Time / Location of Meeting March 20, 2023; 5:00 p.m. 140 Worcester Street West Boylston, MA 01583 Land Use Meeting Room #120
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Members Present: Vanessa Kuzmanovski Samantha Coons Cheryl Kristant Faye Zukowski
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Members NOT Present: NA

Invited Guests:

Others Present: Jennifer Warren-Dyment, Town Administrator

Meeting Called to order at 5:00 p.m.

I. Approval of Minutes: Review/Approve Minutes of March 9, 2023.

Motion F. Zukowski moved to accept minutes; S. Coons seconded.

All in favor.

Approved.

II. Discussion of Personnel Bylaw amendments.

Ms. Warren-Dyment presented the following requested changes to the WB Personnel Bylaws:

Section J- Hiring Procedures

Portion of the bylaw to remain:

The Town Administrator shall be the hiring authority, subject to the review and disapproval authority of the Select Board members in conformity with the provisions of Chapter 23 of the Acts of 1995, provided that no employee shall be hired without the Town Administrator securing the recommendation and advice of the appropriate department head and appointed board, commission and committee under the jurisdiction of the Town Administrator.

This shall not include employees under the jurisdiction of the ~~Cemetery Commission~~, the Fire Chief, the Board of Library Trustees, the Planning Board, the Municipal Light Board, and the School Committee.

Portion of the bylaw to be replaced by policy:

1) The Town of West Boylston maintains a policy of promoting from within and will, at least initially, advertise all available positions internally. Internal postings are open to all current employees. Internal notices of vacancies will be posted for a minimum of five (5) working days before any public advertisement process to allow employees an opportunity to submit an application. Notice of vacancies will be posted on the bulletin board in the Town Hall. In addition, copies of postings will be sent to each department. Postings will include the position description, minimum qualifications, salary/wage grade and due date for receipt of applications. When an application is submitted for a transfer, an employee must meet the following conditions:

- a) be a regular full-time or part-time employee,
- b) have worked for the Town in current position for at least six (6) months,
- c) have satisfactory performance evaluations in current position,
- d) possess stated minimum qualifications for the position,
- e) provide an updated employment application, and
- f) notify current supervisor of intent to apply

The employee who is transferred must serve a designated probationary period in the new position, not to exceed six months. Upon movement of the employee, all accumulated benefits and service continuity will be transferred if there is no actual break in service.

2) Existing positions that have been vacated will be publicly advertised only after all potential promotional candidates are reviewed. The appropriate hiring authority shall publicly advertise a notice of employment opportunity in a newspaper of regional circulation at least once prior to the deadline for the filing of applications for the position to be filled. The advertisement shall state, at a minimum, the position title, normal hours of work, wage and salary information, minimum qualifications and special skills or licenses required for the position, desired qualifications, the office or address where applications or letters of interest shall be submitted, the deadline for the submission of applications or letters of interest, and the office or department that can provide additional information on the position to be filled.

3) The applicant shall complete an employment application or shall submit a letter of interest and resume prior to the deadline for filing applications or letters of interest.

4) The hiring authority shall maintain a record of the hiring process.

5) The hiring authority, in conjunction with the appropriate department head or appointed board, commission or committee, shall conduct interviews, review the employment applications, perform reference checks, administer any skill or competency testing, as necessary, and perform background checks as required with the consent of the applicant.

6) The hiring authority shall require that a prospective employee take a physical examination, including toxic/drug screening tests for safety sensitive and public safety positions, by a physician designated by the town at the town's expense to ensure that the prospective employee is able to perform the essential duties of the position. The physical examination shall take place prior to the effective date of employment.

7) An employee shall receive a Promotion when the employee changes from a position of lower classification and compensation grade to a position with greater responsibilities in a higher classification and compensation grade. The employee shall receive the rate of pay in the new compensation grade that results in at least a five-percent increase.

The employee may receive an additional one step-rate increase at the time of the Promotion if the Department Head feels that the employee's qualifications and performance warrant it and if the Town Administrator approves.

The employee receiving the Promotion shall still be eligible for their next step increase on the anniversary of their original date of hire as an employee of the Town of West Boylston

Section N- Vacations

Section 3- Vacation Allowances Current Language:

As indicated below, vacations will be credited on the first day of the town's fiscal year. ~~Employees who will earn an additional week's vacation in the then current year may be granted this additional week's vacation before their anniversary date, but shall not be paid for this time until after the aforesaid anniversary date.~~

LENGTH OF SERVICE	DAYS ALLOWED
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6 months but less than 1 year	5
1 through 4 years	10
5 through 9 years	15
10 through 19 years	20
20 years or more	25

Only employees who have completed fifteen (15) years of continuous service with the town as of June 30, 1997 shall be entitled to twenty-five (25) days of vacation annually.

Additional Language:

Employees serving in their first year of employment will accrue one week of vacation leave, pro-rated to service time and time remaining before July 1, during their first year. The employee will be authorized use of that accrual after six continuous months of service or the end of their probationary period.

For those employee's entering service to the Town of West Boylston who have been employed in a similar capacity with another municipal, county, or state governmental system ("similar employment systems"), an ~~exceptions shall be made to the above policy subject to the approval of the Personnel Board, Select Board, and the Town Administrator. Such~~ employee's may be credited for their length of service in similar employment systems as if they had an equivalent length of service to the Town of West Boylston ~~subject to the approval of the Personnel Board, Select Board and the Town Administrator.~~

BB- Starting Wage or Salary

Current Language:

All employees covered under this bylaw shall be hired at Step One of the appropriate Pay Grade for the position to be filled, provided, however that the appropriate hiring authority, Town Administrator or appropriate elected board, commission or committee may place a qualified candidate for employment at a higher step of the appropriate Pay Grade, subject to the following conditions:

- a) there are sufficient funds appropriated for the wage or salary;
- b) that the starting wage or salary is no higher than Step Three, the midpoint of the appropriate pay grade.

Proposed Language:

All employees covered under this bylaw shall be hired at Step One of the appropriate Pay Grade for the position to be filled, provided, however that the appropriate hiring authority, Town Administrator or appropriate elected board, commission or committee may place a qualified candidate for employment at a higher step of the appropriate Pay Grade, subject to the following conditions:

- a) there are sufficient funds appropriated for the wage or salary;
- b) that the starting wage or salary is no higher than ~~Step Three~~, the midpoint of the appropriate pay grade.

Motion by F. Zukowski moved to accept changes as discussed; S. Coons seconded.

All in favor.

Approved.

Ms. Warren-Dymont will coordinate a meeting with the Bylaws Committee to review the recommended changes.

Ms. Warren-Dymont presented the following Hiring Policy to be approved by the Personnel Board should the Town Meeting approve the Bylaw changes: (changes in red show wording changed/approved by Personnel Board.)

1) The Town of West Boylston maintains a policy of promoting from within and will advertise all available positions internally. ~~Internal postings are open~~ to all current employees. Internal notices of vacancies will be posted for a minimum of five (5) working days. Based upon the nature of the position and needs of the organization, the position may be posted externally concurrent with the internal posting. Notice of vacancies will be posted with the Office of the Town Clerk in the Town Hall and on the Town's website. In addition, copies of postings will be sent to each Department. Postings will include the position description, minimum qualifications, salary/wage grade and due date for receipt of applications. When an application is submitted for a transfer, an employee must meet the following conditions:

- a) be a regular full-time or part-time employee,
- b) have worked for the Town in current position for at least six (6) months,
- c) have satisfactory performance evaluations in current position,
- d) possess stated minimum qualifications for the position,
- e) provide an updated employment application, and
- f) notify current supervisor of intent to apply

The employee who is transferred must serve a designated probationary period in the new position, not to exceed six months. Upon movement of the employee, all accumulated benefits and service continuity will be transferred if there is no actual break in service. Qualified internal candidates will be given preference over external candidates.

2) All positions will be publicly advertised on an appropriate forum ~~as determined~~ by the hiring authority. ~~Appropriate forums include, but are not limited to, newspapers, general job sites, social media, association sites, and job boards.~~ The advertisement shall state, at a minimum, the position title, normal hours of work, wage and salary information, minimum qualifications and special skills or licenses required for the position, desired qualifications, the office or address where applications or letters of interest shall be submitted, the deadline for the submission of applications or letters of interest, and the office or department that can provide additional information on the position to be filled.

- 3) The applicant shall complete an employment application and/or submit a cover letter and resume prior to the advertised deadline in accordance with the posting.
- 4) The hiring authority shall maintain a record of the hiring process in accordance with Massachusetts state law and record retention requirements.
- 5) The hiring authority, shall conduct interviews, review the employment applications, perform reference checks, administer any skill or competency testing, as necessary, and perform background checks as required with the consent of the applicant. At the discretion of the hiring authority, the appropriate department head or appointed board, committee, or commission shall be consulted in the interview process.
- 6) The hiring authority shall require that a prospective employee take a physical examination, including toxic/drug screening tests for safety sensitive and public safety positions, by a physician designated by the town at the town's expense to ensure that the prospective employee is able to perform the essential duties of the position. The physical examination shall take place prior to the effective date of employment.
- 7) An employee shall receive a promotion when the employee changes from a position of lower classification and compensation grade to a position with greater responsibilities in a higher classification and compensation grade. The employee shall receive the rate of pay in the new compensation grade that results in at least a five-percent increase.

The employee may receive an additional one step-rate increase at the time of the promotion if the Department Head feels that the employee's qualifications and performance warrant it and if the Town Administrator approves.

The employee receiving the promotion shall still be eligible for their next step increase on the anniversary of their original date of hire as an employee of the Town of West Boylston.

*Motion by F. Zukowski moved to accept changes as discussed; S. Coons seconded.
All in favor.
Approved.*

III. Any other items presented to board.

No other items were presented.

V. Motion by F. Zukowski moved to adjourn at 5:38 p.m.; V. Kyzmanovski seconded.

*All in favor.
Approved.*

Respectfully submitted,

Approved:

Cheryl Kristant, Secretary

Vanessa Kuzmanovski, Chairman

Samantha Coons, Member

Cheryl Kristant, Member

Faye Zukowski, Member