

Town of West Boylston Personnel Board  
Minutes of Meeting  
January 30, 2017

In Attendance:

Personnel Board Members: Larry Chism, Francesca Harris, Christine Mazeika  
Kelly Blank and Rick McCarthy were unable to attend

Mr. Chism called the meeting to order at 7:00 p.m.

I. Approval of January 19, 2017 Meeting Minutes

- a. Francesca Harris made a motion to approve the minutes, Larry Chism seconded. The Minutes were approved and will be sent out to the Personnel Board members. The minutes can now be found on the Town's website.

II. Town Clerk Position

- a. Discuss/Review Town Clerk's Updated Designation as "Appointed"  
The Board was informed that the Legislature has approved the Town Clerk's position as appointed instead of elected.
- b. Determine/Recommend a Status of "Exempt or Non-Exempt" for the position.  
Mr. Chism began by saying that he was in favor of the position being Non-Exempt. Ms. Mazeika felt that the position met the standards for being an Exempt position; being a Department Head, the salary was within range, and she directs the work of another full time employee.

Ms. Harris referred the Board to the FLSA checklist provided by Ms. Blank. Under the Administrative portion states that Exempt position "work includes the exercise of discretion and independent judgement with respect to matters of significance." She also stated that Non-Exempt positions tend to be entry level position.

Ms. Mazeika agreed that there was a specific skill set required for this job and that it was a highly trained position.

Mr. Chism reminded the Board that according to FLSA; non-exempt mean overtime is paid and exempt meant no overtime. He was concerned about the number of hours worked during election time. Ms. Mazeika said that exempt employees can take Comp Time. As the Board was told previously, the current position is only 31 hours per week.

Ms. Harris said that as a salaried employee, some weeks you work more and some weeks you work less. Mr. Chism agreed and said that it seems like Exempt is the way to go with the position.

Ms. Harris also felt that it was an Exempt position and eventually may become a 40 hour a week job. She said that on the basis of the Job Description alone, it was an Exempt position.

Mr. Chism stated that he will go along with Exempt as well and that it may need to be addressed again.

Ms. Harris made a motion that the Town Clerk position be designated as an Exempt Position. Mr. Chism seconded, so moved.

Mr. Chism will inform the Town Administrator, Anita Scheipers of the Board's recommendation in the morning.

### III. Miscellaneous Business and Adjournment

Ms. Scheipers had recently met with Department Heads and other employees who prepare Performance Appraisals for their employees. She said that the Departments were looking for something more tailored to each Department. She wanted to know if this was something that the Personnel Board would consider looking at.

The Personnel Board agreed that we would be open to looking at them.

Ms. Mazeika asked about the Cemetery situation and the status of Kevin McKee. Mr. Chism said that the BoS and Cemetery Commission need to huddle together to discuss this. He will keep the Personnel Board apprised of the situation.

Ms. Harris made a motion to adjourn the meeting at 7:40 p.m. Mr. Chism seconded.