

Town of West Boylston Personnel Board
Minutes of Meeting
June 27, 2017

In Attendance:

Personnel Board Members: Larry Chism, Chairperson, Francesca Harris, Christine Mazeika, Laura Carney and Anita Scheipers, Town Administrator

Cemetery Commission Member: Norm Menard and retired member Dave Lindberg

Mr. Chism called the meeting to order at 6:00 p.m.

I. Approval of the Minutes from the April 26, 2017 meeting.

Mr. Chism also welcomed new Personnel Board member Laura Carney. Laura has lived in West Boylston for 23 years, her children attended West Boylston schools. Welcome!

II. Overtime Concerns of the Cemetery Department

Kevin McKee, Cemetery Superintendent (CS) has submitted a memo to Ms. Scheipers concerning the Town's Policy regarding Overtime. If a Holiday falls during the work week, Memorial Day for example, or during snow removal; then, the employee may not be paid overtime. This also occurs when an employee uses a vacation, sick or personal day.

Ms. Mazeika explained the Personnel Policy regarding this; overtime is only paid after 40 hours worked in a week or more than 8 hours in a day. She also explained that this has been an issue with Dispatchers in the past and herself. Mr. Lindberg suggested that perhaps OT can be earned after 32 hours in a holiday week.

Ms. Carney suggested that holidays, vacation and personal days count towards the 40 hours of work.

Mr. Lindberg said that in his experience in the corporate world, anything over 32 hours during a holiday week should be OT.

Mr. Menard said that during FY 17, Mr. McKee has worked 23 weekends, 4 hours on Saturday. He is a very valuable employee that they don't want to lose. Ms. Scheipers stated that there is an exception in the Personnel Policy for the Fire Department.

Ms. Scheipers said that changing this policy would not have a huge financial impact; allowing vacation, personal and holiday time to count toward the 40 hours worked per week, as there are very few non-Cemetery employees in this situation. There was some discussion with Mr. Chism being in favor of this change. Ms. Mazeika asked about including sick time as well. Mr. Menard said that sick time would be implied as well. Ms. Carney suggested that the 40 hours not include any unplanned day, i.e. sick time.

Ms. Scheipers said that this needs to be approved at Town Meeting on October 16th; however, it could be vote to be made retroactive to July 1st.

Mr. Chism moved to make the following change in the Personnel Policy:

Holiday, Vacation Days, & Personal Days count towards time worked for the purposes of determining overtime.

Ms. Harris seconded the motion, the vote was unanimous in favor, with Ms. Mazeika abstaining from the vote.

III. Seasonal Laborers Position Concerns

Mr. Menard explained that the employee works 40 hour weeks from April 1 – November 30 and 16 hour weeks from December 1 – March 31, plus additional time as needed to fill in for the Superintendent when he is on vacation or taking sick leave. Currently the employee makes only \$ 13.13 per hour which is Grade 2, Step 1.

Ms. Scheipers discussed the possibility of re-classifying this position. The options are: full time, part time, fractional-time or seasonal. Currently the employee is incorrectly categorized as a seasonal position. Given the hours he has been working over the past two years, he should not be categorized as seasonal. We discussed the possibility of averaging out his current hours over the year to see if he makes the 32.5 hours per week threshold to legitimately declare him as full time. The threshold is 32.5 hours per week ($52 \times 32.50 = 1690$). The ACS works over this number of hours presently when factoring in the extra hours he ends up working on an as needed basis.

Ms. Scheipers presented a draft of the ACS's job description that she is working on which better reflects the work actually being done by the employee.. She said that the employee doesn't receive benefits and is not eligible for overtime in many situations, especially during the winter months, even though he will be called in extra time to plow. He needs to be properly categorized or perhaps given a new category; properly graded with the proper compensation.

Mr. Chism agreed that the job description should reflect the reality of the job.

Mr. Lindberg says that for the first time, Mr. McKee will be taking a week of vacation, uninterrupted, because he has been able to train the ACS to cover for him in many aspects of cemetery work.

There was discussion about more work that will be coming along for cemetery staff with the purchase of more land for the cemetery as there are only 481 lots left and the cemetery sells at an average of 150 per year. Ms. Scheipers said that it may take a few years to find and have a purchase voted at Town Meeting. There was some discussion about the possibility of building a mausoleum on a smaller plot of land.

Ms. Scheipers suggested that the Personnel Board vote to declare that given the hours worked annually by the assistant, average over 32.5 hours weekly over the course of the year, that the assistant be declared a Full-Time employee. The Personnel Board will need to review the proposed new ACS job description, and place the revised position a category to be voted on at by Town Meeting.

There was some discussion about grades and step increases that again will need to be approved at Town Meeting. Ms. Scheipers will call Town Counsel in the morning to see if we can adjust his placement on the wage schedule now, or if this needs to be done at Town Meeting with the vote allowing retroactive changes. With approval of the new job description and grade, can the Personnel Board approve a grade?

Ms. Harris made a motion **that given the hours worked annually by the assistant employee that the position be declared Full Time.** Ms. Carney seconded, the vote was unanimous in favor of this change.

The ACS position will now be benefit eligible.

IV. Misc. Business & Adjournment

Mr. Chism would like the Personnel Board to submit vacation time to him for the purpose of scheduling any summer meetings.

Ms. Scheipers would like the Personnel Board, at their next meeting, to review the ACS job description using a process that Municipal Boards often use. This involves assigning grades to each job description over 12 sections. The immediate problem with this will be “internal equity”.

At 7:02 p.m., Ms. Harris made a motion to adjourn, Mr. Chism seconded.