

Town of West Boylston Personnel Board  
Minutes of Meeting  
February 20, 2018

In Attendance:

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

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

- I. Approval of the Minutes from the January 25, 2018 meeting. Mr. Chism made a motion to approve the minutes, Ms. Harris seconded, so moved.
- II. Continued Discussion – Stipends/Supplemental Compensation Amendment to Personnel Bylaws

The meeting began with further clarification of Stipends/Supplemental Compensation to produce some recommendations for Ms. Scheipers to present to the Selectmen.

Ms. Carney found a SHRM article regarding employees in an acting or interim role and compensation for such. She felt that the percentage based compensation would be most appropriate and that the Personnel Board seemed to be on the right track. Pay would be adjusted when the added responsibilities end.

Mr. Chism reiterated from the last meeting that “Stipend” and “Supplemental Compensation” are two different categories.

Mr. Chism viewed **Stipends** as “petty cash”; immediate, not a lot of money. This would be used in recognition of a volunteer, an employee. A one-time payment.

Ms. Scheipers also gave examples of existing stipends paid by the Town. The PEG Coordinator position, which oversees the cable TV program, is paid a small stipend each year. Unions giving Stipends to those individuals who have additional responsibilities; Fire Inspector, Fire Training Instructor, Police Department Detective, Police IT person.

Supplemental Compensation would occur when a Department Head or Senior position has added responsibilities when a Junior position is out of work for an extended time. This is the situation at the moment for the Town Clerk position. Mr. Chism suggested that a good guideline would be that the person would need to cover the two positions for 60 days and before being compensated for the extra workload. He also stated that in a Municipal setting it is a question of fairness if this is over a long period of time.

Ms. Harris thought that this could be a conflict of interest if the Department Head is covering, being paid Supplemental Compensation and at the same time responsible for recruiting for the open position.

Ms. Scheipers said that historically, the Town has never provided additional compensation for Department Head covering a junior position. Other Town’s that she has researched do not offer

this type of compensation. Ms. Mazeika stated that this is part of the Department Head's job description and should not be compensated for added responsibilities.

Ms. Scheipers also stated, however, that it may become stressful for the Department Head to be required to work not only his or her job as well as that of the missing junior employee, and the Town may wish to provide some compensation to provide recognition and encouragement for the supervisor for that extra work load. She also suggested that after two months, consider some type of compensation.

Mr. Chism said that the rationale behind developing this type of guideline or policy is that even though we may never find ourselves in this situation again, 10 years from now the Town may find they have a similar situation at hand and it would be helpful if there was something written in the Personnel Bylaws about this.

Ms. Carney asked about the situation with the Town Clerk position.

Ms. Scheipers said that this was a unique situation. The Assistant Town Clerk filled in as Town Clerk for approximately 6 months. She has been provided with additional compensation for that time. She is now the Town Clerk and is covering the vacant role as Assistant Town Clerk as well. That began January 6, 2018. It is hoped the new Assistant Town Clerk will be starting shortly, and this would be a period of roughly 46 days.

After much discussion about what an appropriate level of compensation might be, Ms. Scheipers suggested that the Town Clerk receive 5% Supplement Compensation for the roughly 46 days the assistant position was vacant.

Ms. Carney suggested that the wording "at the discretion of the Town Administrator" be added to any suggestions given to the Board of Selectmen.

There was also discussion amongst the Personnel Board members about employees in another town office in which the department head was out of work for a period of time as well. That is a different situation, however, as that is a 3 person office and one person was not burdened with additional responsibilities themselves. There is also a clerk in that office, albeit very limited in hours worked per week. Mr. Chism suggested that we draw the line at more than two person offices.

Ms. Harris reiterated that it shouldn't be any issues until the time out reaches 60 days.

#### Summary Suggestions:

##### 1. Supervisory Stipend

Department Head/Supervisor filling in for a Junior position for at least 60 days, beginning at 5%. Define Stipend as up to the discretion of the Appointed Authority based on unique situations. Situation to be re-evaluated at 90 days, out of concern for the financial feasibility to the Town. Ms. Kuzmanovski asked about the current Town Clerk situation. Ms. Scheipers stated that this was a unique situation.

##### 2. Junior Position filling in for Department Head

Ms. Scheipers stated that there is an expectation that junior staff members would be expected to assist in keeping the office running in the absence of the department head or supervisor for a reasonable period of time. If the absence is for a longer period, the employee should be considered for extra compensation for the added responsibilities – especially where there is no one else in the office to share that extra workload with. The board discussed adding the words

“when no other staffing resources are available” be added to any proposals. The Board agreed that once the person reaches 60 days of filling in for an absent department head, the additional compensation would be retro-active to pay back to day 1, should the budget allow.

Mr. Chism said that the language should be written for the worst case scenario. Stipend should also be based on experience.

There was also discussion about OT, is it an hourly rate or a stipend.

Mr. Chism suggested that we avoid getting into specifics.

At the end of the discussion, it seems that we have 3 different categories; Supplemental Compensation Stipend, General Stipend (added tasks) and Stipends.

Ms. Scheipers asked whether this should go formally into the Personnel Policy or just guidelines?

Mr. Chism felt that these should be suggestions.

Ms. Scheipers suggested that we at a future Town Meeting to consider authorizing the Personnel Board to establish their own guidelines or policies outside of the Personnel Bylaw, that can be established or modified only after the Personnel Boards holds a public hearing and agrees by either a super-majority or perhaps unanimous vote to make such change(s).

Mr. Chism wants the policies to be user friendly and prefers to not have the Personnel Board be locked in to anything specific in the future as happens when such policies are inserted into the Personnel Bylaw. Until there is any formal approval, the Personnel Board will be giving guidance to the Town Administrator only.

Ms. Carney offered to write up some policies regarding all that was discussed at tonight’s meeting.

### III. Sick Bank Policy

The Personnel Board reviewed the draft of the Sick Leave Bank. Ms. Mazeika disagreed with asking each Town employees to “donate” 8 hours to the Sick Bank if they only work 4 or 6 hours a day. She suggested that if an employee wants to participate then they donate one of their “days” to the sick bank whether it is 8, 6 or 4 hours. Ms. Carney agreed that asking a person who works 4 hours a day to donate 8 wasn’t fair to that employee. Ms. Scheipers said that the Town has employees working many different hours. The Board agreed that if there was to be an employee sick bank, that any employee wanting to participate should donate a day equal to the number of hours regularly worked.

Ms. Mazeika also suggested that an Annual Sick Bank Report be given to all participants as it is done with the Police Department Sick Bank.

An anonymous Town employee would like to donate 5 leave days to a DPW employee and Ms. Scheipers wanted the Board’s approval. Ms. Scheipers explained that such donations had been done in the past after approval by the Personnel Board. Ms. Carney made a motion that the Board approves the Town employee donating 5 leave days to a particular DPW employee. Ms. Harris seconded. Approved by a unanimous vote.

### IV. Ms. Harris made a motion to adjourn, Ms. Carney seconded. The meeting adjourned at 7:11 p.m.