Town of West Boylston Personnel Board

Minutes of Meeting

September 27, 2018

In Attendance:

Personnel Board Members: Larry Chism, Chairperson, Francesca Harris, Christine Mazeika, Vanessa Kuzmanovski

Laura Carney was unable to attend.

Others Present: Anita Scheipers, Town Administrator

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

1. Approval of the Minutes from the September 11, 2018 meeting. Ms. Kuzmanovski made a motion to approve the minutes, Ms. Harris, seconded, so moved.
2. Wage Classification Report/Wage Classification Changes/Job Descriptions
3. Job Descriptions

Ms. Carney has been reviewing the Job Descriptions for errors and had been sending them to Ms. Mazeika for corrections. Those have been completed.

Ms. Harris and Ms. Kuzmanovski had volunteered to review the remaining Job Descriptions

from the list of 30 or so that has been re-written using the new Position Grading Manual. Their assignment was to compare the scoring to what was reflected in the job description. There were a few items that were identified as needing to be revised and will be done so by Ms. Mazeika in the next few days.

Ms. Harris noted that the discrepancies that she found were when the job description called for a combination of wording from two different levels. She wanted that noted in case someone wanted an explanation in the future.

Ms. Scheipers wanted to be sure that the entire Personnel Board was comfortable with the process taken in the development of the revised job descriptions. The Board members stated they were all in agreement with the process.

**Ms. Harris made a motion to accept the revised Job Descriptions as amended. Ms. Kuzmanovski seconded, so voted.**

1. Wage Classification Changes

Ms. Mazeika explained the revised FY 19 Compensation Plan. The current Compensation Plan has 5 Grades with Grades 6 – 10 labeled with specific Positions. Ms. Scheipers said that the positions will no longer be listed in the chart itself – just the grade number. The new Compensation Schedule is based on hourly rates for all steps. This was done to make it easier to properly define salaried people who work less than a 40 hour week. The chart was also adjusted so that the differences between the Steps are more equitable than had been in the past. Ms. Scheipers again reminded the Board that these changes help bring internal equity of compensation to the Town employees. This would not, however, bring external equity to the Town of West Boylston compared to the communities suggested by the Commonwealth. The initial analysis of the Town’s wages to those in other communities indicated that there were not enough solid comparable for each position, and to attempt to modify wages to be in line with the few comparable we had would lead to proposed wage adjustment that far exceeded available funds. The Town cannot afford to do this at this time.

**Ms. Kuzmanovski made a motion to approve the proposed, revised Wage Schedule. Ms. Harris seconded, so voted.**

1. Wage Classification Report

There was discussion about the new Grades and Steps. No one would be receiving any less pay per hour than they do currently. The Grades were based on the totals that were arrived at after scoring the Job Descriptions which were developed in conjunction with the supervisors and Department Heads. If an employee’s position was regraded, they were then assigned to the step within that new grade that resulted in a wage rate that was closest to their current rate of pay, without being less than their current rate of pay.

Ms. Scheipers and Mr. Chism will be presenting this to the Town employees on Wednesday, October 3, 2018 at 10 a.m. at the Town Hall. Employees will be given an explanation of the process and a list of the new Grades and Steps.

If these motions are approved at Town Meeting; then, the new wages will go into effect beginning October 28th, which is the first day of the next payroll. Also, at this point, anyone who receives a Step decrease because of their new Grade will be eligible for a pay increase in two years as is the process with Town employees according to the Personnel By-laws.

**Ms. Kuzmanovski made a motion to accept the revised Grade assignments with revisions as discussed. Ms. Harris seconded, so voted.**

1. Performance Evaluation Forms

The Personnel Board received the final draft of the Employee Performance Appraisal. We will review this at the next meeting, within a month.

Ms. Scheipers has already spoken with two Department Heads who have agreed to be evaluated based on the new format, as a test run to see how effective the forms and procedure are when applied in actual use.

At 7:05 p.m. Mr. Chism asked for a motion to adjourn. Ms. Harris made the motion, Ms. Carney seconded.