

Town of West Boylston Personnel Board
Minutes of Meeting
March 26, 2019

In Attendance:

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

Nancy Lucier, Acting Town Administrator

Collins Center Project Manager Mary Aicardi and assistant Lindsay Katz

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

- I. Approval of the Minutes from the February 11, 2019 meeting. Ms. Harris made a motion to approve the minutes, Ms. Carney, seconded, so moved.

- II. Introduction: Mary Aicardi, Project Manager – Wage & Classification Study

Ms. Aicardi detailed the Study that they will be doing. It is a “Job Description Study”, NOT an upgrade study. It is driven by the job not by an employee’s agenda.

The process is as follows:

- a. Invite all employees to an orientation meeting to provide an overview of the process, the approach to evaluation and the approach and municipalities to be used for the compensation survey. They will have two 45 minute meetings; one in the morning and one in the afternoon. Employees will be given a 6 page questionnaire to fill out and return within a week to 10 days.
- b. They will conduct individual meetings/interviews with all employees.
- c. While this is going on, they will be requesting salary comparisons with comparable towns. The comparable Towns are not those recommended by the DOR, as has been done in the past. The Collins Center uses their own criteria to determine the comparable towns; for example; Shrewsbury would be, Worcester would not. They find that those suggested by the DOR use criteria that deals more with square miles and road miles and that their comps are not reliable.
- d. Evaluation of Position Descriptions: The Collins Center will evaluate the study positions using a point factor system, including an analysis of job characteristics including, but not limited to, supervision, complexity, judgement, accountability, and education and experience requirements.
- e. The drafts of the job descriptions will be presented to the Personnel Board, supervisors and employees.

The classification structure compares pay ranges vs the market. They will come up with recommendations for the town that would include a minimum cost. Changes may include adding steps for long time Town employees and eventually the Town will need to decide to implement the recommendations through steps or COLA.

Ms. Carney stated that the comparable towns had been a huge sticking point at past open meetings. Ms. Kuzmanovski asked about the time frame.

Ms. Aicardi said that the orientation should take place in the first week of April. They would then allow for 10 days to return the surveys. From April 20th on, they would do ½ hour interviews working four ½ days one week and four ½ days the next week.

The job descriptions should be done by May.

Ms. Aicardi asked about any increases for the next fiscal year. Ms. Lucier said that there would only be money for 2% COLA.

Ms. Mazeika will email all of the current job descriptions to Ms. Aicardi. Ms. Aicardi will be able to acquire the current steps/grade in the Personnel By-laws online.

III. Miscellaneous

Mr. Chism stated that now that the Personnel Board is no longer involved in the Wage Study, he would like to get back to some of the items that have been on the back burner; Work Conduct Procedure and Grievance Procedure.

IV. At 7:26 Ms. Harris made a motion to adjourn, Ms. Carney seconded.