

**Mount Vernon Cemetery Board of Trustees
West Boylston Town Hall
140 Worcester Street
West Boylston, MA 01583**

**Meeting With Personnel Board Minutes
June 27, 2017**

**Attending: Personnel Board members Larry Chism, Laura Carney,
Chris Mazioka, Francesca Harris, Town Administrator Anita
Scheipers, Ron Menard, Dave Lindberg**

1. Meeting with Personnel Board opened at 6:05PM.
2. Discussion on weekend overtime pay for cemetery employees when less 40 hours are actually worked during the regular work week.
3. Personnel Board voted to approve weekend overtime pay in cases where holidays, personal days, and/or vacation time cause employees to work less than 40 hours during the regular work week.
4. If a Cemetery employee fails to work 40 hours during the regular work week due to the use of sick time, he/she shall not be eligible for weekend overtime pay until 40 hours are actually worked.
5. Above-mentioned pending Personnel Policy changes must be approved at the next Town Meeting. If these changes are approved, they will be retro-active to July 1, 2017.
6. Discussion on the job position currently held by Lance Watkins.
7. Personnel Board voted unanimously to declare Lance a full-time employee as of July 1, 2017. They did so by the following logic: By working 40 hours per week from April 1 through December 1, then working an average of 16 hours per week from December 1 through April 1, Lance will average very close to 32 hours per week annually. He will assume the title of Asst. Cemetery Superintendent.
8. The Personnel Board will create a new job category within the Town's Personnel Policy, at the urging of Anita Scheipers, to accommodate the position of Assistant Cemetery Superintendent.
9. The above-mentioned changes regarding the job Lance currently holds must be voted on at the next Town Meeting. If approved, the changes will be retro-active to July 1, 2017.
10. Anita will consult with Town counsel to see if Lance can be paid starting immediately.
11. Anita will look into Lance's eligibility for accrual of full-time benefits, in consideration of the years he's already worked for the Cemetery.
12. At their next meeting, the Personnel Board will finalize their recommendations for the Asst. Superintendent's job description.
13. Thank you to Dave Lindberg for his valuable input during this meeting.

Respectfully Submitted,



Ron Menard, Clerk