

Town of West Boylston Personnel Board  
Minutes of Meeting  
June 12, 2019

In Attendance:

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

Francesca Harris was unable to attend.

Nancy Lucier, Town Administrator

Mary Aicardi, Edward J. Collins, Jr. Center for Public Management

Mr. Chism called the meeting to order at 6:03 p.m.

- I. Approval of the Minutes from the April 9, 2019 meeting. Ms. Carney made a motion to approve the minutes, Mr. Chism, seconded, so moved.

Mr. Chism suggested that we discuss the Wage Study Update first as Ms. Aicardi was in attendance.

- II. Wage Study Update/Status

Ms. Aicardi feels like we are in a great place at the moment. They have held two orientations and handed out and emailed the questionnaire. There were many questions as to why this was being done again. Interviews will be conducted with individuals next week. No all employees were interested in meeting and having an interview. The interviews are being done in groups; i.e. Custodians, Administrative Assistants..... All the meetings should be finished in June.

Surveys to “like” towns will be sent out in July and due to summer vacations, Ms. Aicardi thinks that she will be able to finalize the surveys and job descriptions by Labor Day.

Ms. Mazeika asked about the Fire Department’s 4 job descriptions. Ms. Aicardi said that she would contact Chief Welsh directly.

- III. Personnel Board Membership

Ms. Harris submitted a very nice email to Mr. Chism concerning her time as a member on the Personnel Board. Her 3 year term ends on June 30<sup>th</sup> and she will not be continuing as a member of the Board. Ms. Harris was an integral part of the Personnel Board and will be missed by all.

- IV. Personnel Bylaws – Grievance Procedures

The Personnel Board had been asked to review the Grievance Procedure that is now in the Personnel Bylaws. Ms. Carney stated that the procedure should not be too specific, keep the policy general. The policy is Article XXI, Section 5, Z – Grievance Procedure.

Ms. Carney made a motion to recommend that the following Grievance Procedure be approved by the Personnel Board and submitted for approval as an amendment to the Personnel Bylaws at the October Town Meeting. Ms. Kuzmanovski seconded, so approved.

## Article XXI, Section 5, Z – Grievance Procedure:

The Town will promptly consider and respond to employee grievances. The preferred method of addressing grievances is informally, to correct the cause of the grievance and encourage employees and supervisors to address and resolve problems as they arise. If the cause of a grievance cannot be resolved informally, the below process should be followed.

Grievance should be submitted in writing to the department head or appropriate governing board within 15 calendar days of the occurrence. If it is not resolved at that level, the aggrieved employee shall present the grievance to the Town Administrator within 15 calendar days of the department head's action on the grievance. The Town Administrator shall have 15 calendar days to process the grievance.

If the aggrieved employee is not satisfied with the actions of the Town Administrator, the aggrieved employee may present a grievance in writing, to the Personnel Board and send copies of same to the appropriate department head or appropriate governing board, and Town Administrator within 7 calendar days for final action. The written notice shall include the following:

- a) Statement of the grievance and relevant facts
- b) Remedy sought
- c) Reasons for dissatisfaction with the department head or appropriate governing board and Town Administrator's solutions.

The Personnel Board shall review the grievance filed and the actions taken and will recommend a resolution with 15 days from the public meeting date.

### V. Miscellaneous

The next meeting is to be determined, depending on situations that may arise.

At 7:06 pm, Ms. Kuzmanovski made a motion to adjourn, Ms. Carney seconded.