

Town of West Boylston Personnel Board  
Minutes of Meeting  
July 31, 2019

In Attendance:

Personnel Board Members: Larry Chism, Chairperson, Vanessa Kuzmanovski and Christine Mazeika  
Laura Carney was unable to attend.

Nancy Lucier, Town Administrator

Lindsay Katz, 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 June 12, 2019 meeting. Ms. Kuzmanovski made a motion to approve the minutes, Mr. Chism, seconded, so moved.

- II. Wage Study Update/Status

Ms. Katz was in attendance to update the Board on the progress. All interviews have been conducted except for one; the Police Department Administrative Assistant. At this time the Chief of Police is satisfied with the current job description and there would be no need for an interview about this position.

Ms. Katz stated that they hoped to have the job descriptions out to individuals and Department Heads by Labor Day. Edits can be made by the Department Heads and returned.

There was some discussion about “comparable towns”, Ms. Katz and Ms. Aicardi will contact Ms. Lucier with their suggested towns for her approval.

Ms. Lucier asked about an end date and Ms. Katz said most likely November. Mr. Chism asked about the possibility of having this completed by the October Town Meeting. Ms. Lucier said that all Articles for the meeting are given to the Selectmen by the first Wednesday in September and this will not be completed. Ms. Kuzmanovski said that she was under the impression that this would be completed by the end of the summer. Ms. Lucier said that towns get inundated with requests for surveys and this slows up the process.

Ms. Kuzmanovski said that this has been over a year and employees have had no raise, the original goal of this Wage Study. Ms. Katz said that there is no guarantee there will be a raise. Another area town’s study found the employees were being paid generously.

Ms. Kuzmanovski asked how the responses to the interviews were going. Ms. Katz said that they have been receiving a lot of information and that employees were glad that this was being looked at with a clean set of eyes. Ms. Kuzmanovski asked if they usually receive any backlash. Ms. Katz said that they usually receive positive results, usually comfortable with the results.

Mr. Chism asked if there were issues with people pushing back; the job description vs. someone’s idea of their job. Ms. Katz said that there were a few instances.

Ms. Kuzmanovski asked about possible questions at the spring town meeting. Ms. Lucier said feels that it is unlikely there will be no questions about this at the spring town meeting, which is focused primarily on the budget. Typically we address by-laws are at the fall town meeting.

Ms. Katz said that the jobs are not changing; they can address questions to the Department Heads or Town Administrator. She added that they may make some suggestions for title changes to make it easier to compare similar jobs.

Ms. Lucier also stated that she has reduced the hours for the Administrative Assistant in the Assessor's office. The hours have been changed from 25 to 15 hours per week, this is more in line with the hours for Assessors' officers in other towns and it also saves the Town a benefit position. An employee only receives benefits at 20 hours per week. Mr. Chism asked that the hours and who they report to are added to the job descriptions, Ms. Lucier agreed.

### III. Personal Days

There is an issue with Personal Days. Some employees, whose daily hours vary, may be unfairly taking their Personal Days on the days when they work longer hours. There was discussion about this. Full Time employees, 32.5 + hours, year round are entitled to 3 Personal Days. Part time employees are entitled to 2 days per year.

Personal Days for Part Time employees will now be based on hours worked per week. Ms. Mazeika submitted a chart using this formula. For example: if an employee works 20 hours per week, they will be entitled to 8 Personal Hours per year. 24 hours worked per week, would equal 10 hours per year. This formula will correct the practice of unfairly rewarding employees who continually take their "long" day off.

Ms. Lucier will compose something for the Board to approve at the next meeting.

Both this change to the by-law and the Grievance Procedure, previously voted on, will be submitted to the By-Law Committee for their recommendation at the Annual Town Meeting.

### IV. Miscellaneous

Mr. Chism asked Ms. Lucier about adding another individual to the Personnel Board. Ms. Lucier said that there was a person who had previously expressed interest in joining, however, at that time there was no opening. Since this person had expressed interest in joining the Personnel Board, first, out of fairness and courtesy, Ms. Lucier will reach out to that individual again to see if they are still interested.

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

At 6:34 p.m., Ms. Kuzmanovski made a motion to adjourn, Mr. Chism seconded.