



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

Personnel Board Meeting Minutes

Date / Time / Location of Meeting February 2 2023; 6:00 p.m. 140 Worcester Street West Boylston, MA 01583 Land Use Meeting Room #120

Members Present: Vanessa Kuzmanovski Samantha Coons Cheryl Kristant Faye Zukowski
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Members NOT Present: NA

Invited Guests:

Others Present: None

Meeting Called to order at 6:00 p.m.

I. Approval of Minutes:

- Approval of Previous Minutes Reports:
 - Review/Approve Minutes of March 22 2022.

Motion C. Kristant moved accept minutes.; S. Coons seconded.

All in favor.

Approved.

II. Reorganization of Personnel Board:

Appoint secretary. C Kristant volunteered, *All in favor, Approved.*

III. Access Coordinator Job Description:

After the WB Public Access-TV Board reviewed Job Description, it was decided that no changes were required.

IV. Personnel Bylaws Amendment

The Town Manager submitted proposed changes to the Personnel Bylaw for the Annual Town Meeting 2023. These changes will remove some items from the Bylaw and create a Personnel Policy that can be amended with greater ease by the Personnel Board. The following areas were submitted: (Organized by Bylaw areas dated May 17, 2021)

C. Non-Discrimination and Equal Opportunity Statement – ensure all protected classes are included.
-Personnel board Members (PBM) will review for accuracy.

F. Types of Employees – identify Full-time and Part -time as benefit eligible.

G. New or Changed Positions – Remove this paragraph in total from bylaw and place in Personnel Policy to increase efficiency and timeliness of submitting, changing/creating new positions. The PBMs would approve changes and establish appropriate grade within the current Classification and Compensation Plan without needing Town Meeting approval.

H. Reclassification of Employees - Remove this paragraph in total from bylaw and place in Personnel Policy to increase efficiency and timeliness of submitting, changing/creating new Job Descriptions. The PBMs would approve changes and establish appropriate grade within the current Classification and Compensation Plan without needing Town Meeting approval.

I. Job Descriptions – fix spacing error.

J. Hiring Practices - Remove this paragraph in total from bylaw and place in Personnel Policy to increase efficiency in hiring.

L. Overtime – Change paragraph heading to “Overtime and Compensatory Time;” change language under computation to cover situations for most employees that may not have an 8 hour schedule; Review Fire Dept Union agreement for accuracy in section L-2, L-3, and L4. *(Faye Zukowski will send copy of contract to PBMs.)*

M. Holidays – Add Juneteenth as approved at May 2022 Annual Town Meeting and fix spacing error.

N. Vacations – clarification in N-3 is needed as to when new employees earn vacation time. *Faye Zukowski will research to see if last sentence in N-3 is still required and if not PBM can recommend striking it.*

O. Insurances – consider an opt out insurance benefit – this is still in early stages of discussion phase. *PBM would like a cost savings estimate.*

R. Family Medical Leave Act – fix spacing error.

T. Jury Duty – fix spacing error.

V. Probations Period – fix spacing error.

W. Performance Evaluation – fix spacing error.

Y. Termination – fix spacing error.

AA. Classification and Compensation Plan – fix spacing error.

BB. Starting Wage or Salary – fix spacing error.

The PBMs will research areas submitted and discuss at the March 9th meeting.

Next meeting set for March 9, 2023 at 5 pm. C. Kristant will send the Meeting agenda to- Town Clerk no later than March 5th for posting.

V. Motion by C. Kristant moved to adjourn at 6:45 p.m.; S. Coons seconded.

All in favor.

Approved.

Respectfully submitted,

Approved:

Cheryl Kristant, Secretary

Vanessa Kuzmanovski, Chairman

Samantha Coons, Member

Cheryl Kristant, Member

Faye Zukowski, Member