

Town of West Boylston Personnel Board  
Minutes of Meeting  
August 2, 2018

In Attendance:

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

Others Present: Anita Scheipers, Town Administrator

Mr. Chism called the meeting to order at 5:56 p.m.

- I. Approval of the Minutes from the June 19, 2018 meeting. Mr. Chism asked for a motion to approve the minutes, Ms. Harris made a motion to approve the minutes, Ms. Carney seconded, so moved.

- II. Review/Update

- a. Discussion about Authorization to Establish Guidelines Outside Personnel Bylaws

Ms. Scheipers stated that this matter arose when the Personnel Board assisted with the issue of employees filling in for absent Department Heads and when Department Heads were required to additional work while an employee is absent or a position is vacant. This decision was helpful and was written down for future use should the need arise.

Ms. Scheipers stated that the members Personnel Board are arbitrators to assist employees who may have issues with their appointing authority or supervisor. The Personnel Board is the body to hear and decide on these grievances any issues. Mr. Chism questioned whether anything specific needs to be written. Ms. Harris stated that as the Board makes individual decisions, it is helpful to make a written record to guide the Personnel Board as members change and the Board evolves, to use decisions as guidelines.

- b. Job Description Revisions

Ms. Scheipers said that the Job Descriptions are almost complete, but, her computer recently crashed and the few job descriptions that were not saved on the town server, were lost. Ms. Mazeika was able to send those she had; however, she is still missing several. She will work to see if they can be recovered from email attachment files. This should be completed next week. Ms. Scheipers gave Ms. Carney a binder of all those job descriptions that are printed out to review and will forward the missing documents once recovered. All but one of the job descriptions in the binder have been reviewed by the Department Heads and have been graded.

- III. Performance Evaluation Forms

Ms. Scheipers has been working with town staff to review samples of Performance Evaluation Forms. They have provided some very helpful feedback. They have had one meeting on July 19<sup>th</sup> and another meeting is scheduled for August 9<sup>th</sup>.

Many favored the Lincoln, MA form that included both Exempt and Non-Exempt employees.

Ms. Harris, who has experience with performance management evaluations, thought that the form was user friendly. It is clear to both the managers and employees. Ms. Scheipers liked that it could be used electronically. She would like to somehow carry the results to a summary page to assist the evaluator in developing an overall performance rating.

It was decided that Ms. Mazeika will attend these meetings as a Personnel Board member to understand what the committee decides and why.

#### IV. Bylaws Review – Vacation Time/Sick Time

As a result of a grant received by the Library, some of the Fractional Employees time has increased to over 20 hours per week. They have inquired about receiving sick time benefits.

There was extended discussion about this unique situation. Ms. Carney felt that these additional hours made it a Seasonal fluctuation, since the hours involved were additional for the summer only. The Board even discussed the fact that we have been basing sick and vacation time on the average of the previous 6 months that the employee had worked. In this instance, the 6 months would not average to over 6 months as only two weeks in June were affected by the additional Grant hours.

Mr. Chisolm felt that this was temporary in nature and limits the benefits.

After much discussion, it was agreed that the existing language of the Personnel Bylaw should stand as written: that a person is considered a Part-time employee when “a person works a minimum of 20 regularly scheduled weekly but less than 32.5 hours in a year round position.” Using the wording of the Personnel Bylaws, these employees are still considered Fractional-time employees or in some instances perhaps even Seasonal due to the Grant extending the summer hours, but; neither of which are benefit eligible.

Ms. Carney agreed that there was no harm in the Board addressing individual scenarios in the future.

#### V. Miscellaneous Business

##### Wage Classification

Ms. Scheipers said that the Board needed to meet to finalize this study in August in time for the October Town Meeting. At this point, the Town cannot afford to properly grade and offer wages comparable to other Towns; it would cost over \$ 80,000. What has been done in the study to date was to use the updated job descriptions to grade the positions to re-align the wage schedule, and in most instances, where a position was felt to be underpaid, the re-alignment in the grade schedule will provide some increase in pay for the positions. She and Ms. Mazeika will finalize these documents to bring to the Personnel Board in August.

Ms. Scheipers explained that she is seeking feedback from town departments about what to request under the Community Compact Cabinet – Best Practices Program application. In 2016, this program gave the Town access to grant funds for affordable housing and public transportation. She suggested the Board request that the Selectmen apply next for a Wage Study using the state’s technical assistance. She stated in past years the Town has twice paid for a wage study, to great expense and has never used the results.

Mr. Chism will email this request to the Town Administrator to submit to the Selectmen.

In other matters, Ms. Scheipers also discussed the Succession Planning that she is working on with the Chief of Police and Treasurer/Tax Collector.

Mr. Chism will contact the Board with the dates of the next meetings.

At 6:44 p.m. Mr. Chism asked for a motion to adjourn the meeting, Ms. Harris made the motion and Ms. Carney seconded.