

Town of West Boylston Personnel Board

Minutes of Meeting

February 22, 2016

In Attendance: Personnel Board Members: Maryjane Baer, Kelli Blank, Paul Bohnsen, Rich McCarthy and Christine Mazeika

Also, Interim Town Administrator Nancy Lucier and Library Director Louise Howland

The Chairperson, Ms. Baer opened the meeting at 7 p.m.

Roll call was taken.

The first item was the approval of the minutes of the last meeting on June 17, 2015. Ms. Baer asked for a motion to approve the minutes. Ms. Blank made the motion and it was seconded by Mr. Bohnsen.

Ms. Lucier proposed amending the Sick Leave Policy, specifically Section Q in the Personnel Bylaws. She proposed deleting the portion in the first paragraph that begins "or any person living with the employee with a serious health condition, or with an acute medical need." In place of that she wanted to add "or" before the word "grandchild".

Ms. Blank asked if there was an abuse of this situation at this time. Ms. Lucier responded that she had a situation and brought it to the Mass Municipal Personnel Association and they suggested that this language be removed from the Personnel Bylaws.

There was discussion about using Personal Days for any purpose that does not fit the "immediate family" bylaw. Ms. Baer questioned what part time employees would do, to which Ms. Lucier informed the Board that part time employees receive 2 Personal Days.

Mr. Bohnsen also noted that Section R, dealing with FMLA, also had the same wording. It was suggested that Section R be amended as well. Ms. Blank suggested that we tighten up the FMLA portion of the bylaws because it is a State law.

Ms. Baer proposed a vote be taken to amend Section Q per Ms. Lucier's request. This was seconded. The vote was unanimous in favor of the amendment. There was a suggestion that the employees be informed of this change before Town Meeting so that they were aware of the change.

It was also suggested that FMLA be looked at more closely and possibly amended in the future. Perhaps to include the Military under FMLA, this is not currently referred to in the Town Personnel Bylaws.

The next item on the agenda was the hiring of Recreation employees, ages 16 and up to assist with programs. They are hired as employees at Grade Level 1 with 2 pay steps. Section J Hiring Procedures, item number 6 deals with physical examinations required for hiring. Ms. Lucier explained that the cost for the Town for

physical examinations is approximately \$ 75 per person. Recreation employees are normally high school students who would have had a physical examination within the year by their own physician. There was discussion about this topic and whether or not a doctor would sign off on this. Perhaps the doctor would like to see a job description before writing the note.

Ms. Lucier proposed that the following wording be added to Item 6: "In lieu of a physical examination, a new Recreation Department part time employee may supply the Town with a Doctor's note saying that the individual has had a physical examination within the past year and can perform the recreation job."

Ms. Baer proposed a vote on this. This was seconded. A vote was taken and it was unanimous.

The next item on the agenda was a meeting with Library Director Louise Howland. Ms. Howland has a retirement date of April 1, 2016. Ms. Howland was asking about a proposed change in the hours of the salaried employees, specifically the Director, Assistant Director and the Children's Librarian. Ms. Howland gave the Board a brief summary of the history of these 3 positions and the hours worked in particular years. During economic downturns, the hours of the Directors (3 positions mentioned) were reduced to offset the Budget deficit. During Ms. Howland's 32 years in the library, the Library Trustees have changed the hours from 40 to 35, from 35 to 32.5 and back again.

Ms. Howland is retiring at Step 5, the new hire will begin at Step 1. She is proposing that the Director return to a 40 hour position, Assistant Director from 32.5 to 35 hour position and the Children's Librarian from 32.5 to a 35 hour position.

Ms. Howland has never gone to the Town to reduce hours over the years. This has been handled by the Library Trustees. She questioned whether she needed to go to the Town to increase the hours.

The Personnel Board agreed that the Library Trustees are the ones to make this decision and it does not need to go before the Town. The Trustees can submit payroll changes to the Finance Committee.

At 7:40 Ms. Baer made a motion to go into Executive Session, this was seconded.

At 7:45, Mr. Bohannon made a motion was made to come out of Executive Session, this was seconded by Mr. McCarthy.

Ms. Baer suggested that a meeting be set up in April or May to review the FMLA policy.

Having no other new business, Ms. Blank made a motion to adjourn the meeting; Mr. Bohannon seconded it at 7:50 p.m.