

Town of West Boylston Personnel Board
Minutes of Meeting
August 28, 2018

In Attendance:

Personnel Board Members: Larry Chism, Chairperson, Francesca Harris, Christine Mazeika, Vanessa Kuzmanovski

Member Laura Carney was unable to attend.

Others Present: Anita Scheipers, Town Administrator, Anna Shaw, Library Director

Mr. Chism called the meeting to order at 6:02 p.m.

- I. Approval of the Minutes from the August 2, 2018 meeting. Mr. Chism asked for a motion to approve the minutes, Ms. Harris made a motion to approve the minutes, Mr. Chism, seconded, so moved.

- II. Revisit Personnel Bylaws – Sick/Vacation Leave Benefits

Library Director Anna Shaw asked the Personnel Board how she would calculate Sick Time Benefits for Part time employees. The Personnel Bylaws does not provide clear guidance as to how to calculate the prorated values as it does for only vacation time. She has 1 employee who works 21 hours a week and one Saturday a month for 28 hours that week. She also has 1 employee who works 26 hours a week and two Saturdays a month for 32 hours those weeks. Ms. Mazeika referred the Board to Ms. Carney's written suggestion, since she was not able to attend this meeting. Ms. Carney suggested that sick time should be based on the previous 6 months of work, as is done with vacation time. She also suggested that this be done twice a year; in January and in July for the prior 6 months.

Mr. Chism asked whether the funding source of the hours needed to be considered. Ms. Scheipers stated the funding source should not make a difference in this calculation.

Mr. Chism said that the Personnel Board would use this as a remedy for other departments. Ms. Scheipers said that while you could amend the Personnel Bylaw to provide clarity, it is not necessary to do right now. The Board can establish a guidance document to reflect tonight's decision to inform the board if the issue came forward again.

Ms. Harris was comfortable with this decision, but stated it will set precedent. Mr. Chism agreed, the language reading: "Sick time for part time employees shall be figured twice a year; in January and July, based upon the previous 6 months of hours worked."

Ms. Harris made a motion to accept this, Ms. Kuzmanovski seconded. The vote was unanimous to approve. This will also be put into "Guidance Notes" for the Personnel Board.

This will be up to each Department Head to notify Nancy Lucier of any changes in sick leave accrual that results from this.

- III. Wage Classification Study

Ms. Scheipers gave an overview of the process used to get to this point. New job descriptions have been completed, reviewed, graded based on the Position Grading Manual and are now ready for the Personnel Board to review. She stated that it was hoped that wage adjustments could be made to make our compensation in line with the comparable communities, we found

that simply the adjustment of grade assignments for various employees will use up all of the available funds set aside for this wage study implementation. For now, we are settling for internal equity. The Town can look to adjust wages as needed to reflect comparable communities in a future study.

The Selectmen did agree to apply for state assistance to have a full Comp Study done through the State DOR. Ms. Scheipers will apply to MA DOR later this year to ask to have this done. Mr. Chism agreed that DOR will give us good feedback.

As to the adjustment in grading and such that has been prepared, Ms. Scheipers asked for suggestions as to how the Personnel Board wanted to double check the figures.

Ms. Kuzmanovski suggested that one person learn the process and randomly choose a few to review. Mr. Chism stated that the Town has come a long way to get to this point, having spent thousands of dollars in the past with few results. He was inclined to adopt Ms. Kuzmanovski's position and choose a random selection as he is confident in the work that has been completed.

Ms. Scheipers said that she is comfortable enough to present this at any type of presentation. She has faith in the results of the Wage Study. She also stated that in the future, this would need to be done more often than every 10 years.

There was discussion about the wages schedule in the Bylaws. Ms. Mazeika offered to rework the current schedule in the Bylaws for Personnel Board. This would be voted on at Town Meeting in October.

It was agreed that Ms. Kuzmanovski and Ms. Harris will randomly choose 10 positions to review and compare to the Grading Manual for accuracy.

Mr. Chism will bring the revised Wage Schedule to the Bylaw Committee before Town Meeting. There will also be a meeting for Town employees to be shown the final Grading Schedule before the Town Meeting in October as well. Ms. Scheipers asked if a member of the Personnel Board could be on hand as well. Ms. Harris agreed that bringing it to Town employees first will cut down on feelings of apprehension about this process. Mr. Chism thought it would be an opportunity to instill confidence in the process. Ms. Mazeika will produce a new chart to give to employees with grade and step numbers.

IV. Job Description

Ms. Scheipers explained that the Selectmen had asked that the Facility Manager position be established as a part-time position – with potential that it could be added to another part-time position in the future. The Personnel Board was given the Facility Manager new job description and suggested grading to approve. Ms. Harris made a motion to approve the job description as graded and Ms. Kuzmanovski seconded it.

At some point all of the other revised job descriptions will need to be approved by the Personnel Board.

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

At 7:10 p.m. Mr. Chism asked for a motion to adjourn the meeting, Ms. Harris made the motion and Ms. Kuzmanovski seconded.