

Town of West Boylston Personnel Board
Minutes of Meeting
September 11, 2018

In Attendance:

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

Others Present: Anita Scheipers, Town Administrator

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

- I. Approval of the Minutes from the August 28, 2018 meeting. Mr. Chism made a motion to approve the minutes, Ms. Harris, seconded, so moved.

- II. Wage Classification Study/Review

Ms. Harris and Ms. Kuzmanovski had volunteered to review 10 random Job Descriptions from the list of 30 or so that has been re-written using the new Position Grading Manual. Their job was to compare the scoring to what was reflected in the job description. There were a few items that needed to be changed. Ms. Harris and Ms. Kuzmanovski both recommended that they continue to review all job descriptions be reviewed and they agree to divide up the rest of the job descriptions between themselves.

Ms. Scheipers would like to present the findings to the Town Employees before the Annual Town Meeting on October 15th, preferably 2 weeks before. Mr. Chism suggested that the Personnel Board meet the last week of September to review the findings of Ms. Harris and Ms. Kuzmanovski.

Ms. Scheipers also stated that the new hourly Rate Schedule Table that has been changed, will be presented at the Annual Town Meeting for approval.

- III. Job Descriptions

Ms. Carney has been reviewing all of the Job Descriptions for consistency. There were a few changes that need to be made so far. As she continues reviewing the job descriptions, she will directly email Ms. Mazeika any spelling or format corrections that need to be made.

- IV. Performance Evaluation Forms Review

The Committee composing new Performance Evaluation Forms has been meeting and has come up with 2 drafts at this time. They are meeting again on Thursday, September 13th, and should have a final draft soon.

Ms. Scheipers has already spoken with two Department Heads who have agreed to be evaluated based on the new format, as a test run to see how the procedure develops.

- V. Miscellaneous Business

At 6:50 Mr. Chism asked for a motion to adjourn. Ms. Harris made the motion, Ms. Carney seconded. The next meeting will be September 27, 2018 at 6 p.m.