

PERSONNEL BOARD - 2007

Chapter 43 of the Code of the Town of Wayland defines the role of the Personnel Board to be the development and administration of the Wage and Salary Classification Plan and personnel policies and procedures in cooperation with the affected town boards and departments. In addition, the Board is charged with approving all pay or classification changes of town employees; negotiating collective bargaining agreements for the town; establishing and maintaining central personnel files for all employees; reviewing the operation of the Wage and Salary Classification Plan and recommending appropriate changes to town meeting.

Nancy McCarthy was elected Chair of the Board. Maryanne Peabody serves as Vice Chair. Also serving on the Board are Jane Evans, Philip Schneider and Nicholas Willard.

The Personnel Board is charged with negotiating the union contracts. Town employees are affiliated with eight different collective bargaining agreements. These employees represent the vast majority of the Town's regular workforce. All Town union contracts expired on June 30, 2007. Negotiations on successor contracts are underway. As of the printing of this report, one union contract has been settled.

The Board has dealt with a variety of employment issues affecting employees. Topics included but were not limited to reviews of job descriptions, reviews of job classifications and employee grievances. One grievance was moved forward to arbitration, but a settlement was reached without having to engage in costly arbitration. The Board continues to maintain a posture of strict interpretation of the collective bargaining language.

A new Human Resources Information System from MUNIS was implemented and went live this past January. MUNIS is a common municipal software package utilized by many cities and towns in Massachusetts.

The Town continued to support its Employee Assistance Program (EAP) for all employees requiring help with personal problems, work-related issues, legal or financial matters

Training for employees continues to be an area of importance. Wayland participates with neighboring communities in a training consortium. By pooling resources the Towns are able to stretch their training dollars. In addition to the consortium, the Massachusetts Interlocal Insurance Association (MIIA) has provided a variety of training opportunities through its insurance Rewards Program. Employees participated in programs that ranged from back-safety to public safety driver training to public officials' liability training. Participation in the MIIA programs earned the Town credits towards its annual liability insurance premiums.

The Personnel Board would like to thank all boards, committees, officials and employees for their cooperation and input during the past year. The Board welcomes attendance at its meetings and would also like to remind all employees and officials that the Personnel Board is available to assist on a wide variety of personnel matters.