

## **PERSONNEL BOARD - 2009**

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 served as Chair of the Board. Maryanne Peabody served as Vice Chair. Also serving on the Board are Jane Evans, Philip Schneider and Nicholas Willard.

The Personnel Board is charged with negotiating union contracts. Town employees' terms and conditions of employment are defined by eight different collective bargaining agreements. These union employees represent the vast majority of the Town's regular workforce. All Town union contracts expired on June 30, 2010. Negotiations on all successor contracts should begin late this year.

Negotiations for the implementation of DPW were concluded this summer. Memoranda of Agreement were signed with the five unions representing DPW workers.

A variety of employment issues affecting employees were addressed. Topics included but were not limited to reviews of job descriptions, reviews of job classifications, wage rates for new employees and paid-time-off accrual balances. We are pleased to report that only one employee grievance was brought before the Board. We continue to maintain a posture of strict interpretation of the collective bargaining language.

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

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 trench safety training to Fire safety driver training to public officials liability training. Participation in the MIIA programs earned the Town significant 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 workplace matters.