

PERSONNEL BOARD - 2012

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 six different collective bargaining agreements. These union employees represent the vast majority of the Town's regular workforce. The most recent round of collective bargaining negotiations resulted in significant changes to health insurance plans. All active employees and non-Medicare eligible retirees are required to enroll in one of the Rate Saver Plans as their HMO option. The Rate Saver Plans have significant plan design changes when compared to the traditional municipal HMO plan. In exchange for health insurance changes, the Town instituted a Health Reimbursement Arrangement (HRA) plan for employees enrolled in the Rate Saver Plans. The HRA accounts are a 3-year commitment by the Town and will be funded from the health insurance savings.

Throughout the year 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 and employee leave of absence requests. Thus far, the Board has

heard and ruled on 1 employee grievance this year. The Board continues 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 who may be in need of assistance with personal problems, work-related issues, legal or financial matters.

The Massachusetts Interlocal Insurance Association (MIIA) provided a variety of training opportunities through its insurance Rewards Program. Participation in the MIIA programs continues to earn the Town significant credits towards its annual liability insurance premiums. Wayland also participates in training opportunities through a collective of nearby communities which pool training funds.

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 like to remind all employees and officials that the Personnel Board is available to assist on a wide variety of workplace matters.