

PERSONNEL BOARD - 2016

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.

Jessica Green served as Chair of the Board. Maryanne Peabody served as Vice Chair. Also serving on the Board were Philip Schneider, Deborah Cohen and Miranda Jones.

This year the Board continued working with the Board of Selectmen on topics ranging from health insurance to Civil Service for Wayland Police Officers. The Board initiated a review of Personnel Policies and established several new policies which are consistent with recent changes to state and federal law.

The Personnel Board is charged with negotiating union contracts. Town employees' terms and conditions of employment are defined by six different collective bargaining agreements. During this year, 3-year successor contracts were signed with the Fire, Police and AFSCME Clerical Unions. Unionized employees represent the vast majority of the Town's regular workforce.

Throughout the year, a variety of employment issues affecting employees

were addressed. Topics, included but were not limited to, a review and update of an employment contract for a senior manager, the creation of new positions and accompanying job descriptions, reviews of current job descriptions, reviews of job classifications, wage rates and employee leave of absence requests. 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 for various employees through its insurance Rewards Program. Participation in the MIIA programs continues to earn the Town 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.