

Personnel Board Meeting
Wayland Town Building
Open Session Minutes
December 18, 2019 at 5:30pm

Members Present: J. Green (JG); D. Cohen (DC); M. Jones (MJ); M. Peabody (MP); P. Schneider (PS)

Also present: Kathleen Buckley (KB), Human Resources Manager

JG called the meeting to order at 5:37pm

Public Comment
None

Discuss and Possible Vote on Vacation Carryover Requests

KB distributed a document listing the vacation days requested to be carried over by non-union employees and employees in the AFSCME 1, AFSCME 2, and Teamsters unions above the number of days that is otherwise allowed without approval. The Board noted the large number of employees who are requesting to carry over additional days beyond what would be allowed by the applicable collective bargaining agreement. KB explained the reasons behind some of the larger requests. The Board agreed that some of the employees seemed to have legitimate reasons for not taking all of their vacation time, but others did not. The Board asked KB to work with LM on drafting a memo and a standard form to be distributed to all employees reiterating that vacation is to be used as a break from work and that additional days would not be allowed to be carried over without a good reason. The form should include a place for employees to describe the efforts they made to take their vacation days and why they were not able to use all of the days, as well as a plan for when the employee intends to use the additional carryover days should they be approved.

DC moved that the Board approve the requests listed on the "Vacation Carryovers From 2019 Into 2020 - Personnel Board Review" document without precedent. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Discuss and Possible Vote to Approve Minutes from October 7, 2019 Meeting

The Board discussed the draft minutes from the October 7, 2019 meeting.

MJ moved to approve the minutes of October 7, 2019 as amended. PS seconded. MP abstained because she was not present at the October 7, 2019 meeting. Four members having voted in the affirmative, the motion passed.

Discussion of 6/24/19 and 7/16/19 Open Meeting Law Complaints

JG updated the Board on the status of the two Open Meeting Law complaints. The Board responded to the complaints on November 12, 2019. The Complainant chose to pursue the complaints further, and forwarded them to the Attorney General's Office requesting further review on December 11, 2019. There is no action item for the Board at this time.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting
None

Next Meeting

Board members agreed to wait until Louise Miller returned to the office before setting the next meeting date so the meeting could be planned around her availability.

MJ moved to adjourn the meeting at 6:40pm. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

Jessica Green
Chair, Personnel Board

**Documents from the Personnel Board Meeting
Open Session
December 18, 2019**

1. Vacation Carryovers from 2019 into 2020 for Personnel Board Review
2. Draft minutes from the October 7, 2019 Personnel Board meeting (open session)