

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Amended Meeting Minutes  
July 18, 2016 7:00 pm

Members Present:

D. Cohen (DC); M. Peabody (MP); P. Schneider (PS); M. Jones (MJ)

J. Green (JG) attended as a non-voting Board member for this meeting as she needs to be sworn-in for her re-appointment.

DC called the meeting to order at 7:00 pm.

Also in attendance K. O’Brien (KO), HR Assistant

Public Comment

None

Review of Personnel Policies

JS presented edits to non-union policies from the previous meeting.

*N1-1.1 Terms and Conditions of Employment* – The Board reviewed their previous edits and made several additional changes.

MJ moved to approve the N1-1.1 Terms and Conditions of Employment policy as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

*N1-2.1 Position Classification and Pay Rates* – The Board reviewed their previous edits and made several additional changes.

MJ moved to approve the N1-2.1 Position Classification and Pay Rates policy as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

*N2-2.1 Overtime* – JS asked the Board to review the Overtime policy next in light of the changes to the Fair Labor Standards Act and the increase in the federal overtime threshold to \$47,526. The exempt and non-exempt positions were reviewed and discussed. Discussion moved to the application of overtime with respect to total hours worked. JS noted the AFSCME 2 collective bargaining agreement (CBA) paid overtime at 35 hours per week. Accrued paid-time-off was not excluded from the calculations, nor was it excluded in other CBAs. The AFSCME 1 CBA members were not considered to be overtime eligible by contract. Members discussed whether the overtime calculations should be changed for non-union staff to account for paid-time-off in the overtime calculations. JS noted that non-union overtime was very minimal, and he asked the Board not to make adjustment to non-union staff overtime calculations unless the goal was to change union CBAs. The Board then discussed the application of compensatory time under the policy.

MJ moved to approve the N2-2.1 Overtime policy as presented. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

*N2-1.1 Work Hours* – The Board reviewed the Work Hours policy. Work hours and breaks at various locations were discussed. JS explained why the hours fluctuated by location.

MJ moved to approve the N2-1.1 Work Hours policy as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

#### Improved Board Communication/Social Media

JS referenced a 7/5/16 email from the Chair of the BOS regarding improving communications. KO shared with the members the establishment of a Town-wide Facebook page and Twitter account. She reviewed how the electronic media were being utilized to share information with the community.

#### FY 18 Budget Process

JS informed the Board of recent efforts to better align the FY 18 budget process with stated requirements in the Town By-laws. He shared the most recent draft of a schedule. Members discussed the value of the Personnel Board reviewing position requests following the BOS review. JS stated that he did not view the BOS review of positions under their jurisdiction any differently than personnel reviews by other independent boards. In the end, he believed the Personnel Board had the opportunity to compare and evaluate all requests and make their recommendations to the FinCom from a global perspective. JS also reviewed 2 new position request forms for the upcoming budget season. The Board concurred to move forward with the suggested process changes for FY 18 and evaluate the changes prior to the FY 19 cycle.

#### Review of HR Assistant Job Description

JS informed the Board that KO would be the new minute taker for the BOS. She would be compensated for this function via a stipend. Given recent issues with the Conflict of Interest law and certain employees having an “inside track” to positions, Town Counsel advised the Personnel Board to revise the HR Assistant job description. In doing so, JS stated it was also time to revise other items. JS said there is not a recommended change to the positions grade. Members reviewed the proposed changes and suggested several edits.

MJ moved to approve the HR Assistant job description as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

#### Town Engineer

JS reviewed the background to the engineer’s position from the FY 17 budget cycle. JS, the Town Administrator and the BOPW Chair had discussed the position, and while the position is within DPW, the consensus was to create the function as a Town Engineer. JS briefly reviewed the job description and members commented on the various aspects of the job description. Discussion ensued on an appropriate grade. JS referenced engineering positions’ compensation in other communities. JS recommended a grade of N-9.

MJ moved to approve the Town Engineer job description as amended and establish the position as a grade N-9. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of the 6/13/16 Minutes

MJ moved to approve the minutes of 6/13/16. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Executive Session

DC moved the Personnel Board enter executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Strategy with respect to Collective Bargaining with Fire Union regarding Specialist Job Descriptions; AFSCME 2 Negotiations regarding the Installation of Security Cameras at the DPW Facility; AFSCME 2 Negotiations with regarding a Potential Position Elimination; a Police arbitration; and; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2) to Review and a Potential Vote to Approve Executive Session Minutes 6/13/16 as an open discussion might have a detrimental effect on the Town's bargaining position.

PS seconded the motion.

DC took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Vice Chair Peabody	Aye
Chair Cohen	Aye

The Board having voted 4-0 to move into Executive Session, the motion carried. DC announced that the Board would be going into Executive Session for approximately 20 minutes for the stated purposes. The Board would be returning to Open Session.

The Board entered Executive Session at approximately 9:00 pm.

The Board returned to Open Session at approximately 9:15 pm.

Future Meetings

JS informed the Board that a joint meeting was being planned with the BOS, FinCom and School Committee to discuss strategy for the next round of collective bargaining. The meeting with the BOS and FinCom is required under Ch. 43-2B(3) of the Town By-laws. Proposed dates for the multi-board meeting are 9/19 or 9/26. Members indicated that both dates were acceptable.

The Board decided not to establish another meeting date until the multi-board meeting is scheduled.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance

JS stated that he received a request from the Teamsters to allow an employee-to-employee transfer of sick leave to Peter Bulkeley who is on an approved leave of absence due to his own serious health condition. Mr. Bulkeley has exhausted his accrued time. JS noted that the Board has approved this type of request in the past.

PS moved to approve allowing an employee-to-employee transfer of sick leave amongst members of the Teamster bargaining unit to a maximum of 3 days per employee. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved to adjourn at 9:25 pm. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

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John Senchyshyn  
ATA/HRD

## **Documents From Personnel Board Meeting**

### **Regular Session**

**July 18, 2016**

#### Document:

##### Policies:

Terms and Conditions of Employment

Position Classification and Pay Rates

Work Hours

Overtime

2016-06-13 Draft Minutes

2016-07-05 Karlson Email

PB Draft Budget Process

Summary of Conflict of Interest

Draft Job Description - HR Assistant

Draft Job Description - Town Engineer

Draft Budget Forms

New Position Form

Position Modification Form

Engineer Wage Data