

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
November 1, 2010 7:00 pm

Members Present: J. Evans (JE), P. Schneider (PS), N. Willard (NW),

Also in attendance: J. Senchyshyn (JS)

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

Public Comment: D. Gorham (DG), SEIU Local 888 President
K. Siracusa (KS), SEIU Member

DG defined the SEIU bargaining unit in Wayland. She wanted to address a re-classification request for a Sr. Clerk position within the Facilities Department. She stated that the re-class sought a higher classification based on the volume of work. DG noted that one of the union’s members is retiring. She hoped alternate solutions might be considered other than simply looking at the grade of the position.

N. McCarthy (NM) and M. Peabody (MP) arrived at 7:05 pm

KS pointed out an error pertaining to supervision within the letter requesting reclassification. She believes the work of the position is comparable to work performed by SEIU members. KS stated that if the Board approves the reclassification request, then a message will be sent and bargaining unit members will be looking for additional compensation.

The Board moved to join the Finance Committee for a joint Executive Session in the Selectmen’s Meeting Room.

MP made a motion to move into Executive Session for the purpose of discussing collective bargaining strategy as conducting such business in Open Session will have a detrimental effect on the Board’s negotiating position. JE seconded the motion.

NM took a roll call vote:

Member Willard	Aye
Member Schneider	Aye
Member Evans	Aye
Vice-Chair Peabody	Aye
Chair McCarthy	Aye

The Board members having voted 5-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 60 minutes for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 7:15 pm.

The Board returned to Open Session at 8:40 pm.

Review of September 27, 2010 Meeting Minutes:

PS moved to approve the minutes of the meeting. JE seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of September 27, 2010 Executive Session Minutes:

PS moved to approve the minutes of the meeting. JE seconded the motion. Five members having voted in the affirmative, the motion passed.

New Policies - Draft CORI Policy and Draft Information Security Policy

JS presented the 2 draft policies with Labor Counsel's comments incorporated. Both policies were created to ensure compliance with new state legislation. Members discussed the proposed edits. PS suggested several minor language changes to the policies. JS stated that the Information Security Policy requires the Town Administrator's approval, but the opinion of the Personnel Board would be helpful. The consensus of the Board is to move forward with that policy. JS also noted that the Board must to vote to approve the CORI Policy before it takes effect. He also stated that the policies would be forwarded to Town unions prior to distribution to employees.

PS moved to approve the CORI Policy with Labor Counsel's recommendations as amended. JE seconded the motion. Five members having voted in the affirmative, the motion passed.

Vacation Carryover Request

JS reviewed the status of a Parks employee facing surgery for a non-job-related injury. From a work load standpoint, Parks management suggested that the surgery could be better accommodated now rather than waiting until after the new year. By following such a schedule, the employee would have to forego vacation time in December and thus carryover excess time at the end of the calendar year. He requested that the Board allow him to carry over the excess time. The Board inquired as to how many excess days. JS estimated 4-5 days. In that the employee was attempting to schedule the surgery in a time frame compliant with management's schedule, the consensus of the Board was to approve the request in December with the balance of the vacation carryover requests.

Police Administrative Assistant

The Police Chief and Police Lieutenant have just changed from a 35 hr/wk schedule to a 37.5 hr/wk schedule. The balance of the officers work 8 hrs/day. The Police Administrative Assistant is now the only employee on a 35 hr/wk schedule. The Chief has requested that the AA also be changed to a 37.5 hr/wk schedule to be consistent with the command staff. In addition, the intern's position was eliminated in the last budget. The Chief indicated that the payroll differential could be paid from existing budgeted funds.

JE moved to approve the 37.5 hr/wk for the Police Administrative Assistant provided that no additional funding is required. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Re-classification Request – Sr. Clerk/Buildings

The Board further discussed the request of M. Meehan to have her position reclassified to an N2. Members recognized the increased role of the position given the stage of the High School project. JS added that in drafting the job description, he may have underestimated the depth of the work in getting the High School project off the ground. The Board discussed the feasibility of adjusting the grade on a temporary basis through the end of the project. JS expressed his concern with such an approach. It would be difficult for an employee to accept a reduction in grade in the future. The Board discussed the merits of advancing 1 step as an alternative.

PS moved to approve advancing Sr. Clerk M. Meehan 1 step effective on the date of the reclassification request. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

AFSCME MOA – Water Positions

PS moved to approve the MOA with AFSCME which increases the grades of the Water Treatment and Distribution Superintendent to a Grade G-9 and the Water Treatment Plant Manager to a Grade G-6. NW seconded the motion. Five members having voted in the affirmative, the motion passed.

New Business – Operations Review/School Department

JS provided the Board with an update on the progress of the Operations Review of the School Department. Town employees participating in the review were asked to complete a Job Analysis Questionnaire. The Abrahams Group is planning to meet with the Committee in mid-November.

Old Business

None

Next Meeting

The Board scheduled its next meeting for 12/6/10 at 7:00 pm.

NW moved to adjourn the meeting. PS seconded the motion. Five members having voted in the affirmative, the motion passed. The Board adjourned at 9:40 pm.

John Senchyshyn
ATA/HRD