

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
June 27, 2011 6:00 pm

Members Present: M. Peabody (MP), J. Evans (JE), N. Willard (NW)

Also in attendance: J. Senchyshyn (JS)

MP called the meeting to order at 6:10 pm.

Public Comment: None

Review of April 25, 2011 Meeting Minutes:

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

Review of April 25, 2011 Executive Session Minutes:

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

Review of May 16, 2011 Meeting Minutes:

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

Review of May 16, 2011 Executive Session Minutes:

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

Review of May 31, 2011 Meeting Minutes:

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

Review of May 31, 2011 Executive Session Minutes:

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

LOA Request – E. Teixeira (ET)

JS noted that this item was not on the agenda, as it was received following the distribution of the Board packet. ET is requesting an unpaid leave of absence under

Article 24-1 of the SEIU CBA. ET has surgery scheduled, but does not have sufficient FMLA time for recuperation. She is requesting 2 to 4 weeks of unpaid leave for recuperation. JS advised the Board that ET has submitted the appropriate medical certification and that the medicals are for a qualifying FMLA event.

JE moved to approve an unpaid leave of absence for E. Teixeira under Article 24-1 of the SEIU CBA. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

Public Buildings Director Job Description

JS presented a proposed update to the job description and a 1-grade increase for the Public Buildings Director. Since the job was originally created in 2007, 3 primary changes have occurred:

1. The position is serving as the Owner's Project Manager, thus saving Schools and the Town an additional construction cost.
2. The position has become the focal point for the development of 1-year and 5-year capital budgets.
3. The position serves as the Town's Procurement Specialist in that the incumbent is a Massachusetts Certified Public Procurement Official.

Members inquired as to what would happen when the incumbent leaves the position, particularly with respect to purchasing. JS responded that it is unlikely that the Town will find a similar mix of skills in another candidate. If that is correct, then the job description and grade could be returned to the original version. Members discussed the merits of changing the title for the position, but decided to leave it as is.

NW moved to accept the proposed changes to the Public Buildings Director job description and grade the position as an N-12. JE seconded the motion. Three members having voted in the affirmative, the motion passed.

Starting Wage Rates – P. Lemon and A. Upham

JS reported that 2 new Department Assistants had been hired: P. Lemon in DPW and A. Upham in Conservation. Both individuals have sufficient experience to warrant starting wages beyond Step 1 of the SEIU wage scale. JS seeks approval of Step 4 for both positions.

JE moved to approve starting wage rates for P. Lemon in DPW and A. Upham in Conservation at C-14, Step 4 of the SEIU wage scale. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

Firefighters Vacation Carryover

JS reported on the firefighters' vacation carryover. JS had approved the requests in that they were within contractual limitations.

JE moved to confirm the 2010/2011 firefighter vacation carryover. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

Police Vacation Carryover

JS reported on the police vacation carryover. Sgts Manley and Walsh are requesting to carry over 1 day in excess of the contractual limitation. Det Cohen is requesting to carry 7 days in excess of the contractual limitation. Because of staffing issues and overtime implications, Chief Irving supports the requests provided that the time is used by 7/30/11. JS suggested that the Board add a non-precedent setting caveat should they decide to approve the requests. Members discussed the implications.

NW moved to approve 1 additional carryover vacation day for Sgt Manley, 1 additional carryover vacation day for Sgt Walsh and 7 additional carryover vacation days for Det Cohen provided that the days are used by July 30, 2011 and provided that the Police Union agrees that the additional carryover does not set precedent on any other matters. JE seconded the motion. Three members having voted in the affirmative, the motion passed.

AFSCME MOA – Community Health Nurse’s Hourly Rate

JS presented an MOA with AFSCME. At issue is the hourly rate for nurses who accept assignments beyond their regularly scheduled hours. Because the nurses are paid on a 52-week basis, and then receive a balloon payment at the end of the school year, their hourly rate in MUNIS is artificially deflated. As a result, they are underpaid on an hourly basis when they accept additional assignments. The proposed MOA corrects this problem. JS seeks the Board’s approval for the MOA.

JE moved to approve the MOA with AFSCME regarding the hourly rate of pay for Community Health Nurses. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

Next Meeting:

The Board scheduled its next meeting for 8/1/11 at 7:00 pm.

JS informed the Board that he expected a Step 2 SEIU grievance would be on the agenda.

ORC Meeting

The Board joined the ORC meeting at 7:10 pm. N. McCarthy joined the meeting at 7:15 pm. No additional business was discussed.

NW moved to adjourn the meeting. JE seconded the motion. Three members having voted in the affirmative, the motion passed. The Board adjourned at 8:05 pm.

John Senchyshyn
ATA/HRD