

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
September 10, 2012 7:00 pm

Members Present:

N. McCarthy (NM), J. Evans (JE), P. Schneider (PS), N. Willard (NW)

Also in attendance: J. Senchyshyn (JS)

Public Comment:

None

Review of August 13, 2012 meeting minutes:

The minutes were amended as follows:

... ~~Collecting~~ **Collective Bargaining Liaison** ...

... ~~MN~~ **NM** suggested ...

NW moved to approve the minutes of the meeting as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

M. Peabody (MP) arrived at 7:10 pm

Review of August 13, 2012 Executive Session minutes:

The minutes were amended as follows:

... **Chief Irving had ... the Midwest.** ...

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

Non-Union Employment Contract Discussion

The Board resumed its conversation from the previous meeting. MP questioned the meaning of the language of article VIII C in the DPW Director’s contract. JS reported on the Director’s concern for lack of notice by the stated deadline during negotiations. The language was new to this contract and was in response to the concern for late or lack of intent to renew. JE questioned the authority of the Town Administrator being the sole individual to enter into employment contracts and did the Personnel Board have the authority to participate in the process. JS responded that both topics had been raised with Town Counsel who advised that under the by-law the Town Administrator was now vested with the authority on approving the employment contracts. Counsel also advised that the Personnel Board did not have language in the by-laws that established

jurisdiction for the Board over non-union employment contracts. Members expressed their concern that board is not reviewing the terms and conditions of employment contracts before the contracts are signed. Discussion ensued on whether this function was better vested in the Personnel Board or the Board of Selectmen. MP suggested the possibility of a joint meeting with the BOS. JS stated that he had conversation with the Town Administrator and there was no objection to the Personnel Board's review and recommendations to employment contracts. JS noted that the next contract to expire is not until August of 2013. Given that there are no imminent contracts to be negotiated, JS suggested that he draft a memo for review at the next meeting from the Board to the Town Administrator stating such. The Board concurred with the suggestion.

#### Performance Review Discussion

The Board resumed its discussion on performance reviews from the previous meeting. JS suggested that the Board consider making a common review format for all employees. NM spoke to the goal setting and competency aspect of her documents which were made available at the last meeting. JS stated that a goal setting/accomplishment process might be more effective than the traditional performance evaluation approach. PS noted that evaluations are a very time consuming process and need to encompass a goal setting and accomplishment component. NW asked about the ultimate intent of the evaluations; it is a good practice, but is this the right time to invest in a change. The Board discussed the possibility of providing training for employees to implement a system. Members noted any system requires buy in from the top down and asked the about the Town Administrator's view on evaluations. JS stated that he would discuss the topic with the Town Administrator and report back at the next meeting.

#### Draft 2012 Annual Report

JS reviewed a copy of the Board's 2011 Annual Report and a draft 2012 Annual Report. Members discussed the draft.

PS asked about personnel files and their security. JS reviewed the current status of both paper files and the MUNIS system. Records are generally in paper form and stored in locked cabinets. MUNIS only provides current information on employees; historical data is not captured in the MUNIS system.

MP moved to approve the 2012 Annual Report for the Personnel Board. NW seconded the motion. Five members having voted in the affirmative, the motion passed.

#### Non-Union Employees Sick Leave Bank

JS presented a proposed Sick Leave Bank for non-union employees. The proposal is based on several banks that are tied to existing union contract language. JS noted that there was not an upfront cost to the Town in establishing the bank. It would be funded through already accrued sick leave. Members discussed the proposal. The Board suggested adding a Town Administrator or Asst. Town Administrator approval for withdrawals in emergency situations along with a termination option for the Board if the bank proves to be problematic.

MP moved to approve the establishment of the Non-Union Sick Leave Bank Guidelines as amended. JE seconded the motion. Five members having voted in the affirmative, the motion passed.

Executive Session:

NM declared that the Board should move into executive session for the purpose of collective bargaining strategy discussion regarding the AFSCME wage study; a Police contract interpretation; and an SEIU grievance as a discussion in an open meeting may have a detrimental effect on the Board's position.

JE made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21 for the purpose collective bargaining strategy discussion regarding the AFSCME wage study; a Police contract interpretation; and an SEIU grievance as a discussion in an open meeting may have a detrimental effect on the Board's position. PS seconded the motion.

NM took a roll call vote:

Member Evans	Aye
Member Schneider	Aye
Member Willard	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 20 minutes for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 8:35 pm.

The Board returned to Open Session at 9:05 pm.

Topics not Anticipated 48 Hours in Advance of the Agenda

None

Next Meeting:

The Board scheduled its next regular meeting for 10/15/12 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 9:20 pm.

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John Senchyshyn  
ATA/HRD