

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
June 13, 2016 7:00 pm

Members Present:

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

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

Public Comment

None

Election of Chair

Members discussed appointing a new Chair. It was determined that DC would serve as Chair for the coming year. MJ agreed to serve as Chair for the following year.

J. Senchyshyn (JS) joined the meeting at 7:05 pm.

JS noted that J. Green would seek reappointment to the Board.

MJ moved to designate Deb Cohen as Chair of the Personnel Board effective immediately. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

JS noted that Chief Houghton would be joining the Personnel Board meeting following his agenda item with the BOS. In order to accommodate the Chief’s other meeting JS suggested taking agenda items out of order.

Vacation Carryover – Police and Fire

JS noted that Police and Fire are on alternate vacation years from all other employees. Their carryover requests were requests were received through the respective Chiefs

Fire – The vacation year for Fire is 7/1 through 6/30 of the following year. The Fire contract provides for both carryover beyond the regular workweek as well as compensation for the equivalent of 1 workweek. A workweek is equivalent to 2 day and 2 night shifts. Both items require Personnel Board approval. Members inquired if the requests were unusually high. This year’s requests have both carryover and payments. JS stated the requests are not dissimilar from previous years.

MJ moved to approve the carryover and payment request for firefighters as identified in Chief Houghton’s memo of 5/2/16. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Police - The vacation year for Police is 6/1 through 5/31 of the following year. The Police contract provides only 10 days of vacation carryover. There is no contractual provision for additional carryover. He noted that in absence of contract language items normally default to the By-laws. The By-laws recognize the non-public safety vacation year, and provide for 5

additional carry over days with Board approval. JS noted that Officer Sloan's carryover request was higher than it should be, but noted that her anniversary date occurred in May which boosted her accrual just before the end of the year. Members discussed the excess carryover. The Board would like the carryover matter resolved with the union. The Board does not plan to exceed the carryover identified in the By-laws for future requests.

MJ moved to approve the carryover and payment request for police officers as identified in Chief Irving's memo of 5/29/16, provided that the approval sets no precedent or past practice for future requests. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of the 5/23/16 Minutes

The minutes were amended as follows:

... Fire Union to ~~Discuss~~ **regarding** Specialist ...

PS moved to approve the minutes of 5/23/16 as amended. MJ seconded the motion. Three members having voted in the affirmative, the motion passed. MP abstained as she did not attend the meeting.

Summer Meetings

Members discussed the summer meeting schedule. JS noted that the By-laws did not require a specific meeting schedule. The Board determined that it would schedule its next meeting for July 18th, but would likely not meet in August.

Review of Personnel Policies

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

N1-1.0 General Policy Statement – JS stated he used the verbiage provided by DC and created a policy statement. The Board made several minor edits.

MJ moved to approve Policy N1-1.0 General Policy Statement as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

N1-1.1 Terms and Conditions of Employment – The Board reviewed their previous edits and made additional changes to the language. JS stated that he would bring a corrected policy back to the Board for further review.

Fire Chief Houghton joined the meeting, and the Board decided to stop the policy review until later in the meeting and enter Executive Session.

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; Collective Bargaining Negotiations with AFSCME 2

regarding a Potential Position Elimination; a Police arbitration; to Review and a Potential Vote to Approve Executive Session Minutes of 3/21/16 and 4/26/16; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2) to Discuss Strategy with respect to contract negotiations with the Police Chief as an open discussion might have a detrimental effect on the Town's bargaining position.

MJ 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 30 minutes for the stated purposes. The Board would be returning to Open Session.

The Board entered Executive Session at approximately 8:00 pm.

The Board returned to Open Session at approximately 8:35 pm.

Continued Review of Personnel Policies

The Board resumed its review of non-union policies from earlier in the meeting.

N1-2.1 Position Classification and Pay Rates – The Board reviewed their previous edits and made additional changes to the language. JS stated that he would bring a corrected policy back to the Board for further review.

N1-3.0 Performance Reviews – The Board reviewed their previous edits and made several additional minor edits.

MJ moved to approve Policy N1-3.0 Performance Reviews as amended. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved to adjourn at 8:50 pm. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

June 13, 2016

Document:

Policies:

General Policy Statement
Terms and Conditions of Employment
Position Classification and Pay Rates
Performance Reviews

2016-05-23 Draft Minutes

Police and Fire Vacation Carryover Requests