

**Personnel Wage Board  
August 11, 2015  
Town Hall  
Selectmen's Meeting Room  
5:30 PM**

**Committee Members in attendance:**

Nancy Bacher, Vivian Pitts, Gary Whitehouse

**Staff in attendance:**

Mary Beth Bernard, Marsha Armando, Bill Keegan

**Other in attendance:**

Lisa Sinkus, Jack Dolan

The meeting was called to order at 5:34 p.m.

**Discussion:**

**-ByLaw & Policy Updates**

Mary Beth Bernard introduced Jack Dolan of Lighthouse Legal Counsel, LLC. Jack is a former Town Administrator and has assisted Foxborough with policies. Mary Beth went on to explain that when revising policies, we want to have personnel policies, but because the policies are currently part of the Bylaws, they are only able to be revised at a Town Meeting. We want the ability to change a policy, if necessary, without having to go to Town Meeting, and hope to create a policy manual.

Jack Dolan stated that what is occurring is consistent with what tries to happen during collective bargaining. Will need to wait until next Town Meeting to change. Advocate having a policy that is bare bones, and states "will follow the law as amended."

Nancy Bacher asked about an accrued vacation policy; Mr. Dolan said that he is an advocate of such a policy.

Ms. Bernard handed out sample of parental leave policy.

She then asked Mr. Dolan if after looking at the current Bylaw, are we able to keep the Bylaw intact? He responded that yes and in the new Bylaw the role of the Personnel Wage Board needs to be defined. The current Bylaw has items in it that are called policies, thus difficult to make changes to any policies this way. He also stated it reads like a collective bargaining agreement. An example is the sick leave buyback – it would difficult to negotiate such a piece because it is part of the Bylaw. Mr. Dolan does see a continuing value of the Personnel Wage Board.

Ms. Bernard stated that the Board will be asked to review the job descriptions of the Steelworkers group. Mr. Dolan said this Board could act akin to a Finance Committee where it can be a persuasive advisory committee even though it may not have direct impact on the issue.

Nancy Bacher asked that with changes to the polices now, it would still need to go to Town Meeting as they are being taken out of Bylaw? Mr. Dolan responded affirmatively, as there needs to be a clear division of the two.

Mary Beth Bernard has put together the polices presented this year it what will become a policy book.

When asked about how the Board feels about this concept, Gary Whitehouse responded that he agrees with the concept, but not sure of the details due to a difference of views. Mary Beth said that the role of the Board will be defined and employees can view the Board as being objective. Nancy Bacher asked for examples on how other towns work. Mr. Dolan said that there is probably not one model that works for every town, and there are different Town Manager Acts; but they will come up with 4-5 examples.

Lisa Sinkus stated that this will be important because the Board will be used for all unions, not just the (9) non-union people; it is for town-wide personnel issues.

Mary Beth Bernard stated that the vacation policy is being handed to all unions to include in their collective bargaining agreements; and the same was done with the CORI policy. She further noted they have hired a consultant to look at the step compensation plan to possibly decrease from 20 steps. Employees wanted the job descriptions to be reviewed by the consultant also, the content and accuracy will be reviewed and then see where the job fits in the salary schedule. Jack Dolan will collect the missions of other Personnel Wage Boards.

Gary Whitehouse asked how this change affects employees if grievance procedure is taken away. Mary Beth stated that each collective bargaining agreement has their own grievance procedure. She stated that for the new Bylaw, can come up with language for the draft Town Meeting warrant; and all warrant articles go to Town Counsel for review. Current plan is for special Town Meeting November 17, 2015; thus have month of September to work on polices.

It was clarified that any discussion of bylaws or other meeting items should be directed to one person and not all copied because it would constitute deliberations, thus violation.

Lisa Sinkus asked if it were appropriate to let the employee know what is going on. Mary Beth said it would be done as a public process as a warrant article. Lisa stated there a lot of employees who are not involved with warrant articles. Mary Beth suggested notification at a Department Head Meeting. Jack Dolan stated that if employees who are involved in collective bargaining are invited could possibly get unfair labor charges; need mutual agreement.

Nancy Bacher asked if it was o.k. to send an email to all employees to let them know. Gary Whitehouse felt there was too much hand-holding. Mary Beth stated that this is a public process. Gary suggested notification in the Town Newsletter.

**-Finalize Vehicle Use Policy**

The draft of the Vehicle Use Policy will go to the Department Heads. It has been reviewed by some department heads and those who will use the shared vehicle. The policy will come with a sign-out sheet and we should get credit from MIIA for having this policy. This policy will be emailed to the Board. All comments/edits re: the policy should be emailed to Marsha.

Nancy Bacher asked about the Personnel Action Form (PAF) and who is supposed to complete the form. Mary Beth Bernard responded that it is normally the director of each department; it is then given to Mary Beth or Bill to sign and then sent to Accounting.

*(6:15pm – Bill Keegan attend)*

Mary Beth reviewed the premise of the meeting after Bill Keegan arrived: redefine role of Personnel Wage Board and how it fits with the Town Manager Act., redefine Bylaw, break out of policies and the attempt to have it all done by October for Special Town Meeting.

Harassment Policy – Jack Dolan helped create the policy and doing employee training; all employees are required to do the training. Mr. Dolan noted that the previous policy was addressing mainly MCAD sexual harassment policy. The new policy has the state law definition but it has been broadened to include other forms of definition. It includes description even if not directly within the workplace as long as it has a nexus to the workplace. Mary Beth expects to have the reporting of incidents to rise after the training and it will eventually help create a harassment-free workplace.

Bill Keegan stated he sees the Bylaw as enabling legislation and policy as a working document. Vivian Pitts stated this document had everything concise for every employee. Mary Beth said a pdf document can be produced and given out to each new employee. Jack Dolan noted that the only thing that needs to be distributed each year in writing is the harassment form, but that should also be online. Ms. Bernard stated that there needs to be an acceptance sheet that the employees have read/received the policies. Gary Whitehouse followed up asking what committees will have members complete CORIs. Mary Beth said it would include Veterans, Recreation, Council on Aging, Constables, and Election Workers; she also stated that she would go to a Water and Sewer Board meeting to roll out with those members.

Mr. Dolan would receive any suggestions about training and create an appropriate training session. Bill Keegan suggested “Learn to deal with difficult customers;” Lisa Sinkus noted that MIIA already had one of these.

#### -Job Description Revisions

Mary Beth Bernard explained that the job descriptions are now being collected and will be given to a consultant to review. It was given with a 4 page questionnaire and the task was to think about the job function and not just the person in the job. Supervisor will then review and sign, return to Mary Beth, and then turned over to the consultant. Nancy Bacher asked if there was anticipation that the job titles will change. Ms. Bernard responded that some would because of how the market is now, titles have changed. Bill Keegan is interested in looking at job families (i.e. bands vs. steps). He explained that when there are multiple classifications, it is hard to sometimes understand one job vs. the next but if look at the real functional details are more similar than different – and that skill set could be the same.

Vivian Pitts asked the status of the Steelworkers Union. Ms. Bernard informed all that there are three meetings in August and one big question is the compensation study. Consultant Mark Morse showed them how the study will be done and it is a very diverse group with different priorities.

Gary Whitehouse asked how the Town Planner search was progressing. Mary Beth responded there were some applications, but anticipates more closer to the deadline. She followed up with information on the Library Director search, anticipating they will soon have 3-5 finalists.

Vivian Pitts asked if they were looking at changes in the sick leave policy/buy back policy. Mary Beth Bernard responded that they will try to reduce the accrual first. Jack Dolan asked if there was an insurance advisory committee. Ms. Bernard stated it was just recently reactivated because they are looking at long term disability and other policies.

Next meeting scheduled for Tuesday, August 25, 2015 at 5:30pm.

Gary Whitehouse asked for review of the minutes:

Vivian Pitts made a motion to approve May 6, 2015 minutes, Nancy Bacher seconded the motion; Vote of 3-0-0 to approve the minutes of May 6, 2015.

Vivian Pitts made a motion to approve June 3, 2015 minutes, Nancy Bacher seconded the motion; Vote of 3-0-0 to approve the minutes of June 3, 2015.

Meeting ended at 6:46 p.m.