

Town of



Amherst Massachusetts

PERSONNEL BOARD

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**Meeting Minutes
Personnel Board February 28, 2018 Town Room, Town Hall**

Present: Tony Butterfield, Catharine Porter, Charles Scherpa, Chris Hoffmann.

Absent: Rebecca Woodland

Others: Select Board liaison Connie Kruger, Deborah Radway, Joanne Misiaszek, PPM review team members, Brianna Sunryd, Stephanie Ciccarello

Old Business:

- **Agenda Review/Additions** –None.
- **Minutes** of December 2017 minutes approved as presented
- **Review of Parental Leave Policy**- Ms. Radway described Town Counsel’s revised opinion on the proposed parental leave policy. The 2015 MA Parental Leave Act, enforced by MCAD, requires gender parity for childbirth and adoption for up to eight weeks of unpaid leave for eligible employees. For more than 30 years, the Town has provided a 4 week additional paid leave benefit for child bearers only. Counsel has determined this policy and benefit is no longer in compliance with MGL. Counsel’s recommendation is to comply with the MGL. The PPM review team is instead recommending 2 weeks paid leave for all eligible non-union personnel that may be complemented with use of accrued leave (restrictions apply) up to the 8 weeks provided by law, or 12 weeks if FMLA eligible. Much discussion and expression of dismay from members present. Some voiced opinion that Amherst should take the lead in challenging the MA Parental Leave Act because there is a physiological difference between childbirth and childcare that needs to be recognized.
- **Vote on 2018 update to Personnel Procedures Manual.** Following a review of Parental Leave, and the Drug and Alcohol Free Workplace Policy that was discussed at the meeting with non-union staff, the Personnel Board voted 4-0 (one absent) to approve the February 2018 Personnel Procedures Manual and forward it to the Select Board for their approval.

New Business:

- **Implication of potential changes** to Town Clerk and Assistant to the Town Manager job descriptions if Charter Vote passes on March 27. Both job descriptions would need to reflect change in responsibility to support Town Council instead of Select Board and Town Meeting. A classification review of any revised descriptions should then occur.
- The **resignation of Claire McGinnis**, Treasurer/Collector-Co Interim Finance Director was also announced, effective March 16, 2018.
- **Staffing report:** Since January 1, 2018 there has been one resignation (DPW) and two new hires (Police and Library).

- **Upcoming meetings**

- March 19 6:45PM (tentative time) present new Manual to Select Board;
- March 21, 9AM annual meeting with Non- union staff followed by 10AM Personnel Board meeting to consider Town Manager recommendation for FY 19 COLA.
- Wednesday, April 11 6:45 (tentative time) Recommendation of FY 19 to Select Board – meeting at Police Station Community Room.

10 am Meeting adjourned.

Deborah Radway

Notetaker