

Personnel Board Meeting Minutes  
August 12, 2014  
First Floor Meeting Room, Town Hall 9:30ampm

The meeting was convened on Tuesday August 12, 2014 at 9:30am

Present: Tony Butterfield, Chris Hoffmann, Rebecca Woodland and Ron Bell

Others: Deborah Radway, Director of Human Resources;

Agenda Review/Additions- Select Board Liaison will be Connie Kruger, not Andy Steinberg as previously thought.

**Old Business:**

- Minutes of June 18, 2014 meeting were reviewed and approved unanimously.
- Update on revision to part time non-benefited salary schedule.
  - Since the June meeting, the Massachusetts State Legislature has voted a 3 year phased increase to minimum wage: \$9.00/hr. on January 1, 2015; \$10.00/hr. on January 1, 2016 and \$11.00/hour on January 1, 2017. HR Director Radway presented a preliminary part time non benefited wage schedule that reflects the desire of the Board to raise wages at the lowest levels while minimizing the cost impact in a way that complies with new state law.
  - A 3 year wage structure that starts on January 1, 2015 at \$9.00 for Level 1, \$10 for Level 2 and \$11 for Level 3 was discussed and displayed for review. The bottom level is eliminated each subsequent January to comply with the minimum wage. 1 Levels 4-8 are minimally impacted. There is a recognition of compression with the wage scale, but also that the goal is to increase the base pay and not to further reward higher pay.
  - The 5% step differentials are maintained through FY 17 but will be reviewed at that time with an intention of replicating the 2.5% steps in the non-union compensation plan on future non-benefited wage plans.
  - The cost impact to implement will be calculated and reviewed with departments prior to return to the Personnel Board for further consideration before January 1. The FY 15 impact will be a 6 month impact, with FY 16 impact being considered during budget process.
  - The Board indicated its support of the strategy that is responsive to changes in state law.
- Report on new hires and exits, FY 15 year to date (July) and FY 14 complete.
  - FY 15 Year to Date (Since July 1) 3 new hires; 3 exits. 2 exits due to retirement; 1 due to loss of grant funding-all 3 individuals to be missed by the Town.
  - FY 14 Year Complete: 18 New Hires and 15 exits. 22% of new hires reporting racial diversity other than white; slightly higher than overall makeup of Town.

**New Business:**

- Personnel Procedures Manual schedule of sections to be reviewed by Board position. Ms. Woodland completed her review of the PPM and handed it to Mr. Hoffmann. Mr. Hoffmann will review and forward to Mr. Scherpa in September.
- The Board initiated a discussion of whether and how to review the Personnel Procedures Manual in winter and spring of 2015, as time permits. Ms. Woodland stated she would prefer to work on a new personnel manual that speaks positively to employee development and processes instead of tweaking the poorly constructed existing Procedures Manual. Ms. Radway identified the sections she would like to review/revise or add. Members desired more time to think about the most desirable approach.

- It was agreed that any review should include consultation with and/or participation of, the non-union employee group.
- Family sick leave cap interpretation request: Ms. Radway requested a clarification of the Sick Leave section of the Personnel Procedures Manual. The Manual is clear about the use of 3 weeks of accumulated sick leave per fiscal year for the serious illness or injury to a member of the employee's immediate family. The Manual is less clear about the use of said accumulated sick leave used in conjunction with an approved and documented Family Medical Leave under the FMLA. It is the Board's consensus that an employee's accumulated sick leave should be available for use as needed for either the employee or for the employee to care for an immediate family member as long as it has been and continues to be medically documented that the employee's care of the family member is required, using the process provided by the Family Medical Leave Act.
- Schedule of upcoming meetings: The Board will continue to meet monthly on 3<sup>rd</sup> Wednesdays at 9am in the first floor meeting room of town hall.

Meeting adjourned at 10:35am

Deborah Radway  
Notetaker