

Personnel Board Meeting Minutes
September 17, 2014
First Floor Meeting Room, Town Hall

The meeting was convened on Wednesday, September 17, 2014 at 9:00am

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

Others: Deborah Radway, Director of Human Resources, Kay Zlogar, Trust Administrator, Connie Krueger, Select Board Liaison, Nancy Dubin, Chris Crane, Janice Doyama, and Jill Palmer, part time Library staff and a number of guests.

Agenda Review/Additions - annual organization of officers for the Personnel Board. As a first order of Business, Charles Scherpa nominated Anthony Butterfield, Chair, and Anthony Butterfield nominated Rebecca Woodland as Vice Chair. So elected unanimously.

Old Business:

- Minutes of August 12, 2014 meeting were reviewed and approved unanimously.

New Business:

1. Nancy Dubin and Chris Crane: Presentation on need for benefits for part time library staff.
 - The Jones Library needs to reorganize and reclassify to have no part time workers treated as second class citizens. The part time Library staff is working under unfair policies. The Board of Trustees and Library policy are deliberately keeping people unbenefited for budgeting purposes.
 - Part time employees have no sick, vacation, holiday, bereavement, court leave, health and life insurance benefits. The Library and Town are family unfriendly employers. Prorated benefits are needed and requested (but not health insurance at this time). Almost ½ the staff at Jones library work less than 20 hours and receive no benefits, but are regularly scheduled more than 1 day a week and are the face of the Library. Estimate of 11 people.
 - There is no opportunity for promotion unless a benefitted employee leaves or new position is created.
 - Part time Library staff are no longer professors wives looking for something to do. They are professionals trying to make a living. They are not represented by any union.
 - Town Meeting passed the Right to Organize petition in support of workers throughout town.
 - Prorated benefits aren't that costly. The town would need to pay prorated to hours worked.
 - Chris Crane feels she is the poster child for the issue. It is very difficult not to have at least paid sick time.
 - Ms. Dubin said they were requesting vacation, sick, bereavement, holiday, personal, jury duty leaves plus life insurance, education benefits, parking passes and extra day.

Mr. Hoffman indicated that the Trustees and Budget Committee have not discussed this at all. No position has been taken by the Trustees.

Audience members present spoke of the great value of library for children, veterans, archivists and researchers. The Jones is a crown jewel. The Town is not funding the Library enough and is traditionally punitive to the Library budget. Providing benefits to these employees should be an easy and ethically responsible fix.

Ms. Radway had conducted some research – She surveyed other communities regarding what they offer of prorated benefits for staff working under 20 hours per week.

Of 36 communities responding:

20 offer no benefits to part time employees working under 20 hours per week.

7 offer prorated benefits by union contract or for employees working 10+ hours on a fixed regular schedule, and

9 offer some variety of prorated sick, holiday, vacation or personal days.

Ms. Radway also researched the number of hours per week on average part time library staff in Amherst has worked over past 4 years. 5 part time library staff have worked more than 10 hours/week on average. The Personnel Board reviewed the research and survey. Ms. Zlogar informed the group that Mass. General Laws Ch. 32B creates a 20 hour threshold for insurance. Mr. Butterfield indicated there was lots to look at and he proposed a task force to dig deeper and return in October with a recommendation. Mr. Butterfield and Ms. Woodland will serve on the task force, with Mr. Hoffmann consulting if needed.

2. Personnel Procedures Manual – the document was given to Ron Bell for his review and comment prior to October meeting.
3. New Hires and Exits report for August was reviewed - there were 4 exits and 2 new hires.
4. Schedule of upcoming meetings: The Board will continue to meet monthly on 3rd Wednesdays at 9am. Next meeting is Wednesday, October 15, 2014.

Meeting adjourned at 10:38 A.M.

Deborah Radway
Notetaker

Amherst Municipal Survey September 2014

Part time Year Round Benefits

CITY/TOWN	No benefits to PT (-20 hours)	Prorated benefits offered to Part Time employees working schedule < 20 hours week	Details of Benefit S=sick; V=Vac; P=Pers; H=Holiday	Reported by
Acton	No			M. Fleckner
Amherst	No			D. Radway
Belmont	No			D Crimmins
Bolton	No			D. Madden
Brewster	No			J. Douglass
Blackstone	No			D. Keyes
Dukes County	No			M Thornton
Halifax	No			C Seelig
Hopkinton	No			D. Hilton-Creek
Longmeadow	No			E. Gelinis
Northampton	No			G Stoddard
Northbridge	No			S. Susiekna
Peabody	No			K. Budrow
Salem	No			L. Cammerata
Southborough	No			V. Hale
Sudbury	No	Not for new hires as of a "couple of years ago"	prorated V & S for grandfathered staff	M Bilideau
Westfield	No			K. Decker
West Brookfield	No			J. Swain
West Springfield	No			S. MacFadyen
Wilbraham	No			H. Dane
Braintree		Yes, based on fixed regular part-time schedule	Prorated S, V,H,P	K Shanley
Bridgewater		Yes, regular part time employees	Prorated S,V	K. Williams
Gardner		Yes	3 prorated P Days	D. Pond
Greenfield		Yes clerical only	prorated S,V,H,P	D. Helmus
Lexington		Yes, year round regular part time employees	prorated H, S	D. Casey
North Reading		Yes, Fixed Regular Part Time Scheduled employees (no flex time allowed)	prorated S,V,P & H if scheduled that day	A. Olsen
Sandwich		Yes non union clerical only	prorated S,V,H, P	M. Buckner
Waltham		Yes Fixed Schedule regular year round part timers	prorated S,V,P & H if scheduled that day	M. Gulotti
Natick		Yes, based on prev 12 months avg hours x yrs of svce	Prorated	R. Tranfaglia
Burlington		Yes, Crossing Guards by contract working > 15 hours/week	Prorated P, H	J. Faust
Cambridge		Yes, Library union working > 15 hours regularly		S. Keedy-Rawson
Dartmouth		Yes, >17.5 hours per week or more	Prorated S,V, P	M. Medeiros
Hingham		Yes >15 hours/week	prorated based on fixed schedule	D Basler
North Andover		Yes, Clerical >18 hours+ 6 months, Library >15 hours/wk	prorated S,V,H, P	C Darby
Swampscott		SEIU Library union contract-> avg 12-15 hours	prorated	N. Lord
Wayland		Yes, Library workers>10 hours, may be others, see CBA's	prorated	J. Senchyschyn