

## Personnel Board Meeting Minutes

November 19, 2014  
Town Room, Town Hall

The meeting was convened on Wednesday, November 19, 2014 at 9:00am

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

Others: Deborah Radway, Director of Human Resources, Kay Zlogar, Trust Administrator, Connie Krueger, Select Board Liaison, John Musante, Town Manager, Bernie Kubiak, Finance Committee, Sandy Pooler, Finance Director, Nancy Dubin, Chris Crane, Jim Oldham, Roberta Navon, Deborah Levenson

Agenda Review/Additions - none

### **Old Business:**

- Minutes of October 15, 2014 meeting were reviewed and approved unanimously.

### **New Business:**

#### **1. Recommendation and consideration to revise salary schedule for part time non benefited employees to comply with state increase in minimum wage on 1-1-2015; 1-1-2016 and 1-1-2017.**

- Ms. Radway presented the 3 year wage modification plan for part time hourly workers designed to accomplish the Board's stated objective of remaining in compliance with state law without making major adjustments to the existing wage scale that ranges from \$8 to \$30.93/hour and can accommodate competitive wage ranges to meet each department's needs.
- The Plan has been reviewed by each Department Head. Titles have been consolidated to provide maximum flexibility. The Fire Department refined its job classifications and other departments reaffirmed existing ones.
- The Plan is designed to drop the lowest level on January 1<sup>st</sup> the next 3 years so on January 1, 2017, the bottom level will be Level 3 starting at \$11.00/hour.
- Personnel Board may want to revisit the pay scale in the Fall of 2016 to examine pay compression issues that may affect a few departments as a result of increases to minimum wage.
- 60% of the Town's 235 active part time employees will receive an increase in pay during this transition, with the largest number (approximately 100) of affected staff in Leisure Services, and the Library having the next largest number (approximately 18). No other department has more than 10 employees who will be affected.
- The average part time wage currently is \$11.30.
- The cost to the town to implement based on last complete fiscal year hours worked is estimated at \$4,600 in calendar 2015; \$13,700 in calendar 2016 and \$26,500 in calendar 2017.

After noting that the Personnel Board had discussed this plan at a number of previous meetings, Mr. Scherpa made 3 motions to recommend to the Select Board the adoption of a Salary Schedule for Part Time Hourly Employees to become effective on January 1, 2015, January 1, 2016 and January 1, 2017 as presented. These salary schedules are recommended to ensure the Town's continued compliance with the minimum wage pay rates of the Commonwealth of Massachusetts. The motions were seconded by Mr. Bell and voted 4-0 in favor. A motion sheet was signed by all members.

The Personnel Board will present its recommendation to the Select Board on Monday, December 1<sup>st</sup> and all members are invited to attend.

#### **2. Chris Crane or Nancy Dubin- request to address Personnel Board.**

- Chris Crane made a request for the Personnel Board to recommend part time benefits that are comparable to the benefits provided to full time employees. She also stated that the cut off for eligibility should be lower than 10 hours per week so there is not internal resentment by those who work 9 hours per week, but

shelvers should not be included at all. She also stated that the Library workers should not be treated as a special case.

**3. Review and consideration of request from the Board of Trustees of Jones Library regarding vacation, sick and personal time off benefits for all part time library employees contingent upon Town Meeting appropriation.**

- Mr. Hoffman reported on the Board of Trustees vote earlier in the month: The Jones Library Board of Trustees asks the Personnel Board to provide pro-rated vacation, personal and sick time benefits to all Library PTNB workers contingent on the Town's increasing Library funding annually to cover such costs.
- Ms. Dubin protested that she was told that this was not the vote taken. Mr. Hoffman confirmed it was.
- Mr. Butterfield started discussion by stating he believed that the Town should do something, and a formal determination should be made if the Library has the legal capability of defining and providing benefits to its own employees. Mr. Scherpa said he believes that the Library should address this on its own rather than involving the Town, which needs to be spending its resources on the homeless, public safety and feeding the hungry. He said he had received no calls on this issue from employees and had talked with department heads and he believes town departments budgets cannot afford it. Mr. Hoffmann said he had nothing to add except that a policy decision should be made. Mr. Bell had no additional comment. Mr. Oldham said he believes it is an equity issue for the Library staff and there is some support from the citizenry.
- Town Manager Musante said he was influenced by the passage of the statewide referendum and he would like to get out in front of the Question 4 Sick Time referendum and have the Personnel Board lead the Town's plan to provide some level of benefit that is reasonable and practical; that is limited in scope and simple to administer. He mentioned some level of benefit for employees who work 10 hours per week with some definition of permanency and a probationary period.
- Mr. Pooler, Finance Director encouraged the Personnel Board to also look specifically at the impact of Town Adoption of Question 4 as written.
- Mr. Oldham said he was open to discussing a "10 Hour" floor but also thinks length and consistency of employment is important.
- Mr. Scherpa urged a delay on taking a position until all parties have provided input.
- Mr. Butterfield asked for a motion to instruct HR staff to report back to the Personnel Board at the December 17 meeting with:
  - i. Cost estimate to implement Question 4
  - ii. Cost estimate to provide a prorated benefit to all part time employees working 10 or more hours in 4 quarters of the year
  - iii. Clarification on legality of Library Trustees acting to provide a supplemental time off benefit to only their employees.
  - iv. Mr. Bell made the motion, seconded by Mr. Scherpa, and the vote was unanimous.

**3. Ballot Question 4: Earned Sick Time for Employees- information sharing.**

- Ms. Radway distributed the wording of Question 4 ballot initiative, but there was no further discussion.

**4. Exits and New Hires Report:** The Report will be distributed after the meeting, but there were 2 exits and at least 1 new hire.

Next Meeting scheduled for Wednesday December 17, 2014.

Meeting adjourned at 10:30am.