

Personnel Board Meeting Minutes
June 17, 2015
First Floor Meeting Room, Town Hall

The meeting was convened at 09:07am.

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

Absent: Tony Butterfield, Chair

Others: Deborah Radway, Director of Human Resources, Kay Zlogar, Trust Administrator, John Musante, Town Manager, Theresa Fleurent, Sarah McKee, Martha Spiegelman

Agenda Review/Additions – none. Rebecca Woodland was voted as temporary Chair for the meeting

Old Business:

- Minutes of May 2015 meeting were reviewed and approved.

New Business:

- New Hires and Exits Report. (Ms. Radway). There was one new hire and one exit since the last report. It was noted that 5 of the 26 part time employees who work 10 or more hours/ week have been hired by the Town as full time benefited employees. “Our system is working”. There have been 20 exits and 26 new hires to date in FY 15.
- Sick and Personal Leave Benefit for part-time workers: Ms. Radway presented a revised proposed Sick and Personal Leave benefit for Board consideration. (see attached).
- This benefit would apply to about 116 part time workers based on calendar 2014 hours actually worked, at LSSE, Library, DPW, Inspections, Senior Center, Police and Conservation Departments.
- Eligibility applies to those employed more than 3 consecutive months and who are regularly scheduled to work. Accrual starts on date of hire. Use is allowed after completion of probation period, or earlier with the approval of the department head. The Same calculation used as already approved in February plan for 10+ hours per week folks.
- Up to 8 hours per year may be used for personal leave – predominant work schedule is 2-3 hours per work day, so this equates to 3 personal days per year, just like the full time employees. All 60 may be used for sick leave. Accrual will roll over from year to year up to the 120 hour cap.
- Suggested rollout of August 1 to allow for testing with software and time to set up.
- Ms. McKee inquired about how this new program would synch with what was supposed to roll out July 1?
- Ms. Radway replied that the program adopted in February for July 1st would still go into effect for the 26 (now 19) people eligible for the lump sum of sick and personal leave hours based on hours worked in the prior fiscal year, or the Board could rescind that policy and make both programs effective 8/1/15.
- Mr. Musante preferred to continue the policy already adopted.
- Mr. Scherpa: Lets vote on this. Can we can make it effective July 1st?
- Ms. Radway and Mr. Musante: We can make it effective 7/1/15 but it will not be ready to implement until August 1st.
- Ms. Woodland- I feel good about this policy.
- Mr. Scherpa made a motion to accept the proposed policy with the addition of the word “earlier” before the phrase “with the approval of the department head”. Also to adopt it retroactive to July 1, 2015. Mr. Hoffmann seconded the motion and it was passed 4-0 with one absent.
- Summer Schedule: The Board voted not to meet in July or August, next meeting scheduled for 9/16/15. Meeting adjourned at 9:35 am.

Kay Zlogar, Notetaker

Town of



Amherst Massachusetts

HUMAN RESOURCES DEPARTMENT

Human Resources & Human Rights
Town Hall
4 Boltwood Avenue
Amherst MA 01002

Phone: (413) 259-3119
Fax: (413) 259-2418
radwayd@amherstma.gov
www.amherstma.gov

June 17, 2015

TO: Personnel Board
FR: Deborah Radway, SPHR, Director of Human Resources & Human Rights
RE: Consideration of revisions to Sick and Personnel Leave (SPL) Benefit

Following Town Meeting, I reviewed the sick and personal leave benefit adopted by you and the Select Board for part-time employees effective July 1, 2015. In an effort to be more logical on threshold eligibility by type of work and more encompassing regarding amount of time worked, I offer for your consideration some revisions to the policy. A summary of the suggested revision is provided below the following highlights.

HIGHLIGHTS of REVISED BENEFIT:

- Applies to part-time workers who are employed for more than 3 consecutive months (90 days) and who are regularly scheduled to work. This benefit is for Town of Amherst municipal employees covered by the Personnel Procedures Manual.
- Provides accrual of up to 60 hours of sick and/or personal leave (SPL) per fiscal year at a rate of .0613 hours per hour worked starting from date of hire or effective date of policy, (whichever is later); with use allowed starting at the end of the probationary period *or earlier* with the approval of the department head. Up to 8 hours may be used per fiscal year for personal leave (explanation below). There is no cap on annual use of sick leave subject to documentation and approval standards as stated in the personnel procedures manual. (FTE's may use 3 weeks of family sick leave per year).
- Accrual may rollover from year to year for active employees with a 120 hour cap and no payout at end of employment.
- Excludes part-time workers without regularly scheduled hours and election workers, call fire fighters, constables and outside detail police officers, tax work off program participants, work study and paid interns, contracted employees, or those hired for a specific purpose for under 90 days.
- **116 part-time workers** are eligible for SPL benefit based on **calendar 2014 hours actually worked**. Here's the breakdown:

60	LSSE & Cherry Hill
32	Library
10	DPW
4	Inspections
4	Senior Center
3	Police and Parking Enforcement
3	Conservation
- The maximum financial exposure for the Town if all hours accrued are charged is **\$31,992** based on **projected wages on January 1, 2016** (minimum wage=\$10/hour).

SUMMARY:

These Personnel Procedures Manual revisions are needed if you want to implement this change. *It is helpful to have the existing and proposed language changes at hand when reviewing this:*

1. Changes to definitions of Authorized Position:

The definitions of positions we revised in February need to change to reflect the difference between Part-Time and Non Benefited Part-Time employee, based on schedule, duration and nature of work. The "Part-Time" employee will have regularly scheduled hours and will be employed for at least 3 consecutive months per fiscal year (rather than the previously proposed employee who regularly works less than 20 hours per week for 52 weeks per fiscal year). The "Non Benefited Part-Time" employee definition is new and identifies the types of positions ineligible to receive SPL benefits. I also suggest a change in title from "Permanent" to "Regular" for full benefited positions. "Permanent" is a legacy and outdated civil service term.

2. Changes to definition of Standard Hours:

Changes "Permanent" to "Regular" and deletes the last sentence added in February regarding use of annual hours worked in calculating eligibility for any benefits. The current suggestion is that actual hours worked from date of adoption forward are used to calculate accrual of SPL benefits.

3. Part-time Sick and Personal Leave section of personnel procedures manual is amended to include:

- a. Eligibility to earn up to 60 hours of SPL per fiscal year.
- b. Basis of accrual is .0613 hours of leave time for each hour worked.
- c. Benefits accrue from date of hire but may not be used until probation period is completed or unless otherwise approved by the Department Head.
- d. Unused leave may be carried forward from year to year by active employees to a maximum balance of 120 hours.. Unused time is not paid out at end of employment
- e. Up to 8 hours per fiscal year may be used for personal leave. This is a change from 20 hours previously adopted, which, upon reflection, isn't logical. Many of our part-time workers actually work 2 or 3 hours per work day. Under the current plan, these employees could use what would amount to 7 personal days with their first 20 hours of accrual. While not changing the total hours of accrued time available, limiting to 8 hours of personal time still achieves the goal of desired flexibility, and they can still earn the same 3 personal days a full time equivalent employee earns. The primary purpose of the leave is still to provide paid sick leave.
- f. Participation is restricted to one sick and/or personal leave benefit program of the Town or Amherst public schools.

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