

**PERSONNEL BOARD MEETING MINUTES  
TUESDAY, MARCH 6, 2018  
SUBMITTED BY LINDA UNGER, HUMAN RESOURCES ADMINISTRATOR**

**CALL TO ORDER**

The meeting was called to order at 7:30 p.m. Members in attendance: Joseph Emerson, Chair; Robert Shea, Vice Chair; Douglas Hyde; Rory Laughna; and Rachel Lipton.

**APPOINTMENTS TO COME BEFORE THE BOARD****ACTION ITEMS**

- Meeting minutes from January 16 and 30, 2018, were reviewed.
  - R. Lipton moved to approve the January 16, 2018, minutes as written; R. Laughna seconded. All voted "In Favor".
  - R. Shea moved to approve the January 30, 2018, minutes as written; R. Laughna seconded. All voted "In Favor".
- Eight Fiscal Year 2019 Compensation Plans were reviewed:  
 The **Administrative, Technical and Professional (ATP) Compensation Plan** shows annual salaries for FY18 and FY19, but, as the Board noted, there is a position listed on the compensation plan that does not go into effect until July 1, 2018, and, therefore, is linked to the FY19 salary. It was suggested that the ATP Compensation Plan include a footnote stating that "FY18 salaries are provided for comparative purposes; referenced positions are for FY19."
  - R. Lipton moved to approve the **Administrative, Technical and Professional Compensation Plan** as amended; R. Laughna seconded. All voted "In Favor".

The **Library ATP Compensation Plan** shows both annual and hourly rates for each of the levels within a particular grade for FY18 and FY19. The Board took the following action:

- R. Shea moved to approve the **Library ATP Compensation Plan** as presented; R. Lipton seconded. All voted "In Favor".

The **Department of Public Works Compensation Plan** lists biweekly rates for the period FY17-FY19, which is the duration of the current Collective Bargaining Agreement. The Board commented that the DPW Compensation Plan should be consistent in format with other compensation plans and list FY18 and FY19 rates only and present the salaries as annual and biweekly numbers.

- D. Hyde moved to approve the **Department of Public Works Compensation Plan** as amended; R. Shea seconded. All voted "In Favor".

The **Fire Department Compensation Plan** reflects new pay scales for FY18 and FY19 due to the recently signed Collective Bargaining Agreement between the Westwood Firefighters and the Town of Westwood for FY18-20. Annual and hourly rates for FY18 and FY19 are presented on the compensation plan.

- R. Laughna moved to approve the **Fire Department Compensation Plan** as presented; R. Lipton seconded. All voted “In Favor”.

The **Police Department Compensation Plan** shows adjusted annual and biweekly rates for FY18 and FY19 due to the recently settled Collective Bargaining Agreement between the Westwood Police Officers and the Town of Westwood for FY18-20. FY18 and FY19 reflect no cost of living adjustments (COLAs) for officers hired after July 1, 2009, due to an agreed upon increase in the education incentive. The Board asked that a footnote be included on the compensation plan to indicate a higher education incentive in lieu of COLA.

- R. Shea moved to approve the **Police Department Compensation Plan** as amended; R. Laughna seconded. All voted “In Favor”.

The **SEIU Compensation Plan** shows hourly rates only for FY17-FY19, the duration of the Collective Bargaining Agreement. The Board requested that FY17 rates be removed to remain consistent with other compensation plans and, if wording in the CBA so states, to show both annual and hourly rates on the plan. The Board also questioned the heading “Level 8 (10 yrs+ Service)”, and asked that the CBA be checked to confirm that the heading is what is written in the CBA. (Note: According to the CBA, the heading is correct. Also, the CBA states “weekly” rates be shown, however that was before the “biweekly” pay cycle went into effect. Consequently, both biweekly and hourly rates will appear on the SEIU Compensation Plan.)

- D. Hyde moved to approve the **SEIU Compensation Plan** as amended; R. Lipton seconded. All voted “In Favor”.

The **Part-Time Seasonal Other (PTSO) Compensation Plan** was discussed. The Board recommended that before the FY20 PTSO Compensation Plan is completed next year, the positions under the heading “Inspector” be verified to see if these positions are relevant to the Town. It was also noted that the “Traffic Supervisors” have not had a new contract since the end of FY16 and, consequently, no increases are in effect for FY17, FY18 or FY19. The Human Resources Director stated this is currently under discussion.

- R. Lipton moved to approve the **PTSO Compensation Plan**; D. Hyde seconded. All voted “In Favor”.

The **Recreation PTSO Compensation Plan** showed no changes for FY19. This was due to hourly rate increases over the past two fiscal years, part of which was in response to the Massachusetts Minimum Wage Law requirements.

- R. Shea moved to approve the **Recreation PTSO Compensation Plan** as presented; R. Laughna seconded. All voted “In Favor”.

- **PUBLIC HEARING**

At 8:10 p.m. the Personnel Board meeting transitioned to a Public Hearing to discuss the proposed adoption of the *Pregnant Workers Fairness Act (PWFA) Policy*. In accordance with Section 7 of the Personnel Bylaw, all requirements to conduct a Public Hearing were met. However, no public attended the meeting.

The purpose of the *Pregnant Workers Fairness Act Policy* is to make employees generally aware of their protections under the Massachusetts Pregnant Workers Fairness Act, and to make known the willingness of the Town of Westwood to accommodate, without undue hardship to the Town, the needs of pregnant and lactating employees. The Board noted the requirements with which the Town must legally comply are to provide notice as follows: 1) upon hire; 2) when it is known an employee is pregnant; or 3) when an accommodation is needed. Board Member R. Shea provided a more succinct and employee-friendly version of a *Pregnant Workers Fairness Act Policy*, which all members agreed was more understandable and direct, as well as similar in format to other policies within the Town of Westwood Personnel Policies booklet. The Board made a few suggestions to the wording in the abbreviated policy and unanimously chose to submit the shorter version of the PWFA Policy to the Board of Selectmen for adoption.

- R. Shea moved to recommend to the Board of Selectmen that it adopt the revised version of the Town of Westwood's *Pregnant Workers Fairness Act Policy* as amended; D. Hyde seconded. All voted "In Favor".

**DISCUSSION ITEMS**

**NEXT MEETING:** MAY 22, 2018 AT 7:30 P.M.

**ADJOURNMENT**

- The meeting adjourned at 8:40 p.m.