

PERSONNEL BOARD MEETING MINUTES
Tuesday, September 25, 2018
Submitted by Linda Unger, Human Resources Administrator

CALL TO ORDER

The meeting was called to order at 7:35 p.m. Members in attendance: Joseph Emerson, Chair; Robert M. Shea, Vice Chair; Douglas Hyde; and Rory Laughna. Also in attendance: James O’Sullivan, Town Moderator; Joan Courtney Murray, Human Resources Director; and Linda Unger, Human Resources Administrator.

ACTION ITEMS

- Minutes from the June 18, 2018, meeting were reviewed and the following action was taken:
 - R. Laughna moved to approve the minutes as written; D. Hyde seconded. All voted “In Favor”.

- Joan Courtney Murray introduced and provided background information for petitions from two Police Officers, Joe Rached and Tyler Harnish, requesting an increased educational stipend for their Non-Criminal Justice Degrees. Included with the materials was an email from Police Chief Silva endorsing the requests by his Police Officers. Ms. Murray referenced a section in the Police contract stating, *“If the Board approves the request, any additional payments will first be paid in the fiscal year following the decision.”* The Board determined there were two actions on the table: 1) Address the request; and 2) Establish the timing to implement.

Officer Rached holds a Bachelor Degree in Business Management and has previous experience as a Police Officer. Officer Tyler Harnish holds a Bachelor Degree in Psychology. The Board stated that the two requests are very similar and consistent with petitions approved at previous Personnel Board meetings and it is not the Board’s job to interpret the Police contract, as the wording is very clear. Subsequently, the Board took the following actions:

- R. Laughna moved to approve the request for a full education stipend (\$10,000 annually) for Police Officer Joe Rached, effective July 1, 2019, per the language in the Police contract; D. Hyde seconded. All voted “In Favor”.

- R. Laughna moved to approve the request for a full education stipend (\$10,000 annually) for Police Officer Tyler Harnish, effective July 1, 2019, per the language in the Police contract; R. Shea seconded. All voted “In Favor”.

- A newly drafted job description for “Custodian” was brought forward for review and approval. Ms. Murray explained that although the Department of Public Works Compensation Plan lists a Custodian position, two long-standing union employees, one of

whom is a UFCW Union Representative, have stated that the position was “bargained out of the union years ago.” Despite a thorough search of previous and current DPW Collective Bargaining Agreements, evidence could not be found to support the exclusion of the position from the union. The Personnel Board advised Ms. Murray to definitely get it in writing “to confirm that this position is no longer in the union and can be removed from the DPW Compensation Plan”, having all necessary signatures affixed to the document. Further noted by the Board was that it would be advisable to have the union sign off on the Custodian job description, in addition to the signed release of the position from the union.

With regard to the Custodian job description document, the Board suggested including the words, “as needed”, on Page 2, par. 7 referencing specific grounds work and snow/ice removal so as not to conflict with any bargaining unit duties. Town Moderator O’Sullivan, also a member of the Council on Aging Board of Directors, voiced a concern of the COA’s regarding the cleaning of the inside of the COA van, which, at times, requires sanitizing and disinfecting areas within the van. The Town’s prior custodial service (performed by an independent contractor) had tended to this task, but presently there is no one assigned to this necessary function. Should it be included in the Custodian job description? It is a detail that is not explicitly stated in the COA Van Driver/Custodian job description, nor has the Van Driver ever performed the work. Ms. Murray will look into this further. Upon completion of the job description review, the Board agreed that the title of “Municipal Facilities Custodian” is more encompassing of the functions within the job description.

- R. Shea moved to approve the job description as amended on Page 2 and to change the title to “Municipal Facilities Custodian”; R. Laughna seconded. All voted “In Favor”.
- R. Shea moved to place the Municipal Facilities Custodian position at Grade 6 on the ATP Compensation Plan; R. Laughna seconded. All voted “In Favor”.

DISCUSSION ITEMS

- Joan Courtney Murray asked the Board for guidance to develop or obtain a copy of Social Media Policies. The Board offered the suggestions to reach out to universities or the Commonwealth of Massachusetts for samples.

NEXT MEETING: Tuesday, November 13, 2018 at 7:30 p.m.

ADJOURNMENT: The meeting adjourned at 8:50 p.m.