

AGENDA
PERSONNEL BOARD MEETING
WEDNESDAY, NOVEMBER 20, 2013 – 7:30 P.M.
WESTWOOD LIBRARY CONFERENCE ROOM

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TOWN CLERK
TOWN OF WESTWOOD

CALL TO ORDER

APPOINTMENTS TO COME BEFORE THE BOARD

- 8:00 p.m. Sandy Stapczynski, Human Resources Services, Inc., to provide update on SEIU job audit and classification study

ACTION ITEMS

- Approve meeting minutes from June 11, August 20, and October 22, 2013
- Review and approve revised job description for Sports and Fitness Manager
- Acknowledge experience level increases for Public Safety Dispatchers
- Review *Information Technology Acceptable Use Policy* and *User Responsibility Agreement* and recommend for inclusion in the Personnel Policies (as an appendix?)
- Approve FY14 Policy Salary Schedule

DISCUSSION ITEMS

INFORMATIONAL ITEMS

- Revised Longevity Policy to be included in upcoming Personnel Policy revisions
- Process to conduct Public Hearing
- Board of Selectmen Meeting Agendas: November 4 & 18, 2013

PERSONNEL CHANGES

NEW HIRES

- Nancy Weinreich to the part-time, non-benefit position of Substitute Librarian on an as needed basis. Ms. Weinreich shall receive the L-PTSO hourly rate of \$18.04; effective 10/21/2013.
- Paul Angus to the part-time, non-benefit position of Assistant Electrical Inspector on an as needed basis. Mr. Angus shall be placed at the PTSO hourly rate of \$24.52; effective 10/21/2013.
- Lee Ann Cote to the part-time, benefit-eligible position of Staff Accountant, Treasurer's Office and Accounting Department. In recognition of her education and experience, Ms. Cote has been placed at the SEIU Grade 7, Level 6 hourly rate of \$27.16, up to 22 hours per week; effective 11/18/2013.

TEMPORARY/SEASONAL ASSIGNMENTS & RESIGNATIONS

CHANGE OF STATUS

- Tina McCusker to Reference Librarian at the L-ATP Grade 8 Level 1 hourly rate of \$23.88. This is a non-benefit position, up to 7 hours per week; retroactive to 07/01/2013.

- Patricia London to Reference Librarian at the L-ATP Grade 8 Level 1 hourly rate of \$23.88. This is a non-benefit position, up to 7 hours per week; retroactive to 07/01/2013.

PROMOTIONS

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INCREASES

- Firefighter Gerard Smith, Westwood Fire Department, to be placed at the F-4 Firefighter EMT-P Service Step hourly base rate of \$28.05, adjusted to \$30.44 per hour to include Education Incentive, in recognition of earning a Bachelors Degree in Fire Science; effective 10/27/2013.
- Firefighter Robert Kilroy, Westwood Fire Department, to be placed at the F-4 Firefighter EMT-P Step 2 hourly base rate of \$23.96, adjusted to \$24.53 per hour to include Education Incentive, as an anniversary date step increase; effective 10/14/2013.

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ADJUSTMENTS TO SALARY

OTHER

RESIGNATIONS/RETIREMENTS

OPEN POSITIONS

- Civilian Dispatchers, Westwood Police Department, both part-time, non-benefit and full time, benefit eligible. The base hourly salary range is \$21.25 - \$26.54.
- Lifeguards and Water Safety Instructors, Westwood Recreation Department, part-time, non-benefit positions. Hourly rate range: Lifeguards \$10-\$11.03; Water Safety Instructors \$10.50-\$11.58. Open until filled.
- Plumbing and Gas Inspector, Westwood Building Department, benefit-eligible position, 20 hours per week. Hourly rate range \$25.75-\$32.16 per hour. Applications accepted through December 5, 2013.

NEXT SCHEDULED MEETING

ADJOURNMENT