

Personnel Wage Board

June 3, 2015

Town Hall

5:30 PM

Committee Members in attendance:

Gary Whitehouse, Paul DeFazio, Vivian Pitts, Thom Freeman

Staff in attendance:

Mary Beth Bernard, Marsha Armando

Other in attendance:

Lisa Sinkus

The meeting was called to order at 5:35 p.m.

Discussion:

-Finalize Vacation Policy

Mary Beth Bernard began the meeting stating that the Vacation Policy was reviewed, but not yet approved. The plan is to introduce the policy at the next Department Head Meeting and then have Bill Keegan sign off on the policy.

Anti-Harassment Training will begin this summer. It will be the first time this training has been introduced to employees.

-Review Draft Vehicle Use Policy

This was handed out to Board Members for their review. It is a merger of the previous vehicle use policy and what MIIA provides. This is being put in place because the Inspections Department will be getting a new vehicle and their current vehicle will be used by Planning, Conservation, and Assessor Departments. Edits are currently being accepted by Department Heads.

Gary Whitehouse asked about the use of town vehicles for errands or personal use. Lisa Sinkus stated there is a "Discipline" section on page 11 of the policy. Paul DeFazio asked if there should be wording that specifically states when you can/cannot use a town vehicle. Mary Beth Bernard said she would prepare a separate form that an employee would sign stating they understand the policy.

Regarding the Discrimination & Sexual Harassment Policy, there will be a form that every current employee; if there has been harassment, an investigation will be necessary. This Harassment Policy Acknowledgement form will need to be signed annually, and training will be done every two years.

(5:46pm –Thom Freeman arrive)

Lisa Sinkus asked if the Vehicle Use Policy was for all employees, including those in unions.

Mary Beth Bernard's plan is to put together a packet for all the Boards and Committees with all of the policies.

Thom Freeman asked if the Darkness to Light training would be included. Mary Beth said they would like to, but it is not part of the policies at this time.

Paul DeFazio said that the policies look good, but something may need to change in the future. Mary Beth stated that the policies are just a clarification of the Bylaws, and policies are able to be altered easier than a Bylaw.

-Other

In response to the question if they were close to any negotiation agreements, Mary Beth Bernard stated that two negotiations were coming up – Library and Steelworkers. She stated that perhaps a mediator would need to come in to assist for the latter group.

Lisa Sinkus asked Mary Beth Bernard if the Vacation Policy was in the Library contract. She responded that the Tuition Policy was approved by the Personnel Wage Board and given to unions to include in their contracts.

Paul DeFazio questioned vacation time for probationary employees. He said that the statement should be that it is up to the "discretion of the supervisor" if a probationary employee is allowed to take vacation. Additionally, it should state if money is expected to be paid back by the employee if vacation time is taken during a probationary period and then employment is terminated. Mary Beth said they could change the language. She also noted that request for carryover time to the Town Manager from one fiscal year to the next should be addressed within the policy.

The following edits were suggested:

- 2-B-3 Probationary Period: a) change to: "A newly benefited employee may request to be...."
- 2-B-5 Carryover of Vacation Leave: include "Request must be made in writing to the Town Manager" (and include Time Off Request Form)

Paul DeFazio made a motion to accept the above edits. Vivian Pitts seconded the motion. Vote was taken: 4-0-0. Motion passed.

A question was asked about the Advisory Committee representative, currently Thom Freeman. Thom was told by Frank Spillane that they plan to wait until the end of the summer to determine who the Advisory Committee representative will be, as Thom is currently a member of the AdComm on a fill-in term. Clarification was made that the Personnel Wage Board has a maximum of 5 members, which includes one AdComm member.

-Finalize EEO, Anti-Discrimination and Sexual Harassment Policy

Edits include adding Mary Beth Bernard and Bill Keegan names in Section IV, "Complaints of Sexual Harassment"; and add page numbers.

Thom Freeman asked who will be hired to administer the training; Will it be added to the policy? Mary Beth responded that the information will not be added to the policy, but can show who did training and with credentials.

Paul DeFazio made a motion to accept the Anti-Discrimination and Sexual Harassment policy as written. Vivian Pitts seconded the motion. Vote was taken: 4-0-0

Lisa Sinkus asked if in the policy, specifically Section V, if the "we" should be changed to "Town". Mary Beth stated that the we meant she and Bill Keegan, as they are the chain of reporting. Lisa suggested changing the "we" in order to remain neutral. Mary Beth stated that under "reasonable accommodations" that both she and Bill Keegan's names would be listed.

Thom Freeman asked for clarification of Section III, and the definition if someone witnesses harassment between two others. Mary Beth stated that a supervisor would need to take action. Paul DeFazio asked if there was language that a supervisor is the responsible person to report. Lisa stated that it says "mandated reporter".

Mary Beth Bernard noted that in Section III, top of page 3, "The complainant does not have to be a person directly harassed, but may be someone affected by the offensive conduct."

The previous motion was then rescinded and approved with edits – 4-0-0.

-To Do

Review Vehicle Use Policy

Next meeting scheduled for Tuesday, August 11, 2015 at 5:30pm.

The Meeting ended at 6:36 p.m.