

Personnel Board Meeting
Tuesday, April 10, 2018, 6:30 PM
Great Plain Conference Room, Town Hall, Needham, MA

Minutes

Attendance

Personnel Board

Vivian Hsu, Vice Chair
Joseph Herlihy, Member
Rick Lunetta, Member
Patricia Ford, Member

Staff

Rachel Glisper, Director of Human Resources
Chuck Murphy-Romboletti, Assistant Director of Human Resources

Call to Order 6:39 P.M.

Ms. Patricia Forde called for a motion to open the Personnel Board meeting. Ms. Vivian Hsu made a motion and Mr. Herlihy seconded.

Elected Officials Salaries

Ms. Glisper explained that the Town Clerk salary was the only elected official that was proposed for an increase. The Board of Selectmen was to remain the same.

Mr. Rick Lunetta made a motion to approve and Ms. Vivian Hsu seconded. The motion passed unanimously.

Revision to Seasonal Park & Recreation Department Positions

- *Recreation Specialists 1-5 (Schedule C)*
- *Activity Instructor Groups A-M (Schedule C)*

Ms. Rachel Glisper explained that the Finance Committee had already voted to approve the increased funding for the positions, but the Board was still required to vote on the changes to the titles, positions and changes within Schedule C.

Ms. Glisper explained that the Director of Park & Recreation performed a survey of aquatic positions across other comparable communities and came up with new rates that were more on par with the average wages. The new Rosemary Pool Complex would likely be opening in the next year and the Department would need to hire additional pool staff that were adequately qualified. The increase in rates would both help for recruiting purposes and provide appropriate compensation for positions that will have increased complexity by working with a larger, more modern pool and facility. No other changes were made to the position descriptions, other than to the Assistant Pool Supervisors whose supervisory responsibility was increased. Upon approval of the position descriptions, vacancies would be posted immediately.

The Board asked if the new Pool complex would be opening later than originally proposed. The HR Staff was not aware of a delay to the opening date.

Ms. Vivian Hsu motioned to approve the revisions to the positions, and Mr. Herlihy seconded. The motion carried unanimously.

Discussion on the proposed revision of the title: “Board of Selectmen” to a gender-neutral title

Ms. Vivian Hsu explained that she asked for this item to be added to the Personnel Board Agenda. She understood the Board of Selectmen was considering adopting a new, gender-neutral name, similar to many other municipalities. Ms. Hsu asked if her fellow Board Members would support taking a vote to make a formal recommendation or show of support for the name change. Discussion followed that the Personnel Board had no formal authority in the approval of the name change, however all Board members were in favor of formally voting to support such a change.

Ms. Hsu made a motion to vote in support of the Town Meeting Warrant Article to change the name of the “Board of Selectmen” to anything more gender-neutral appropriate. Mr. Joseph Herlihy seconded and the motion carried unanimously.

Other business

Pregnant Workers Fairness Act

Ms. Rachel Glisper explained that a Pregnant Workers Fairness policy was drafted by Labor Counsel, in order to comply with the new state Pregnant Workers Fairness Act. Notice is required by law to be sent to all employees upon adoption of a policy and sent to any employee that the employer has been made aware is pregnant.

Ms. Hsu suggested that the HR Staff review all anti-discrimination Personnel Policies and ensure pregnancy, gender-identity, criminal history and military status is now included as a protected class.

Mr. Hsu made a motion to approve the policy and Mr. Lunetta seconded. The motion passed unanimously.

Education Reimbursement Policy

Ms. Rachel Glisper provided an update to the Board on the revision of the Education Reimbursement Policy. Staff was making revisions based on the Board’s discussion at the last meeting in regard to a minimum grade attainment. Ms. Glisper asked the Board if they would be amenable to adding the language: “Satisfactory Completion”. The Board preferred having Graduate courses require a grade of “B” or better and Undergraduate (Associate and Bachelors) attain a “C” or better. And for Certificate coursework, “Satisfactory Completion” would be adequate.

Ms. Glisper stated the changes would be made and presented to the Board at their next meeting.

Adjournment – 7:33 P.M.

Ms. Forde called for a motion to adjourn the Personnel Board Meeting. Mr. Herlihy made a motion to approve and Mr. Lunetta seconded. The meeting adjourned.