



HUMAN RESOURCES BOARD

April 14, 2021

7:00 PM

AGENDA
ONLINE REMOTE MEETING

1. Employment Actions
 - a. Request for reclassification – Library
 - b. Request for vacation buyout – Health Dept.
 - c. Request for performance award – Health Dept.
2. Other Items
 - a. New business
 - b. Discussion on policies and procedures
 - c. Approval of ratification list
 - d. Approval of the minutes

Meeting ID: 867 5777 4153

Passcode: 987314

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Find your local number: <https://us02web.zoom.us/j/86757774153>

Residents seeking to participate in citizen speak or any other agenda item should email sszczebak@wellesley.gov prior to the meeting to be placed on the agenda and a number will be assigned for speakers.



HUMAN RESOURCES DEPARTMENT

Town Hall
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(781) 431-8643 fax
hr@wellesleyma.gov

To: Human Resources Board

From: Scott Szczebak, Director

Date: April 14, 2021

Re: Meeting Information

Request for Reclassification

Marla Robinson, Chair of the Library Board of Trustees, is requesting a reclassification for the Library Director from Job Group 62 to Job Group 63. This position was last reviewed in 2013. Since that time, many new responsibilities have been added to job description. The previous Hay analysis did have it at a Job Group 62, although it was on the border of a Job Group 63. With the recent addition of responsibilities to the job description, the new Hay analysis increased the position into a Job Group 63. I will be able to explain in detail why the changes helped to close the small gap between the Job Groups.

Request for Vacation Buyout and Performance Award

The Board of Health is requesting a vacation buyout for four of its employees. Please see the attached memo. Additionally, they are requesting a performance award of two weeks (\$1436.42 / week) to be paid to Ann Marie McCauley.

Personnel Policy Changes

Attached are the next proposed changes to the existing personnel policies located in the Appendix and adopted previously by the Human Resources Board as Policies #1 - #16. The purpose of the changes is to consolidate duplicate policies, eliminate unnecessary or outdated policies, reduce procedures, and update the language.

Funeral Leave IIG

- This policy was only updated with some expanded language.

Length of Service Pay (Longevity) IIK

- The policy remains the same except for a recommendation to update the amounts during next years budget cycle to maintain equity with Town unions.

Telecommunications #16

- I would recommend deleting this policy and following the current IT Department's policy, which is more comprehensive.

Travel and Transportation #7

- I would recommend deleting this policy. The Town's Finance Department currently oversees all restrictions and reimbursements as it relates to travel.

MEMO

To: Human Resources Board

From: Library Board of Trustees

Date: April 12, 2021

The Library Trustees respectfully request that the HR Board review both the salary and re-haying of the Library Director position. The Town of Wellesley is fortunate to have an outstanding Library Director, Jamie Jurgensen. Jamie is an influential and dynamic leader. She is organized and detail oriented and pro-active in her approach. Jamie's vision for the staff to be "fun, fearless and flexible" is reflected in the Library's success – WFL is highly respected by its peer libraries. Her dedication to the Library is "above and beyond" expectations as demonstrated by long hours, attending extra evening meetings, coming in on weekends, personally overseeing the purchasing and installation of PPE in the Library and performing payroll and other bookkeeping and administrative duties while her staff were unable to come into the building.

From working with the Library's renovation committee to planning the closing and reopening of the Main Library during the pandemic and for the upcoming renovation, Jamie has shown leadership, adaptability and creativity. In addition to her responsibilities at the WFL, Jamie serves on the Minuteman Finance Committee and assists with the preparation of Minuteman's annual budget. She has demonstrated her expertise by working closely with the staff association to successfully operate the Library during the pandemic. She was a key member to the Town's bargaining team and a three-year negotiation was successfully completed along with several impact bargaining sessions. Jamie adheres to and follows all fiscal guidelines and sets very high standards for herself and her staff. Jamie's extensive knowledge of library operations and her vision for creating an efficient work environment, combined with the coaching of her subordinates has resulted in improved productivity among the staff.

Attached is an updated Job Description for the Library Director that reflects the required skills and expertise necessary to be the Library Director in Wellesley.

Request for Salary Review

The Wellesley Free Library (WFL) is the 6th busiest library in the state based on the most recent available statistics (2018). The WFL is the 2nd busiest library in the state based on circulation per capita.

The salary of the WFL director, according to 2020 statistics, pulled by the MBLC based on a special request from the director, is significantly lower than its peers – shown at bottom of page.

Request for Re-haying

The position of Library Director has not been re-hayed for at least 15 years. It is currently a "62." Other job titles in "62" are the Assistant Executive Director, Assistant Director of DPW, Town Engineer, Parks & Highway Superintendent. In "63", positions are HR Director and Treasurer Collector.

It is requested that HR review the position of Library Director for re-haying at the "63" level. This would be more appropriate given the education, skills and responsibility involved. An updated job description for the Library Director is attached.

The Library Director requires:

- An advanced and specialized degree (MLS)
- Ability to meet state regulations and requirements, including statistical reporting
- Oversight of 3 public buildings, including one that is on the Historic Register and one that is 56,000 square feet.
- Oversight of 70 plus employees
- Ability to work with 2 unions
- Ability to manage a \$3,000,000 operating budget plus private, revolving and trust funds
- Ability to work with 2 supporting organizations (Foundation and Friends)
- Ability to positively maintain a high public profile
- Ability to present to Town entities including Advisory and Town Meeting
- Ability to work with the public
- Ability to work with an elected Board of Library Trustees
- Capital building project experience

Request for Credited Service

Upon hire, the Library Director was credited for related municipal service and earned 4 weeks of vacation.

Jamie Jurgensen now has more than 25 years of related municipal service. It is requested that the Town credits 5 weeks of vacation based on that service beginning in FY22.

- Wellesley Free Library, Library Director
March 2015 – Current (5.8 years)
- Dakota County Library MN, Cluster Manager II & Selection Manager
October 2008 – March 2015 (6.5 years)
- Aurora Public Library CO, Library Specialist/Program Coordinator
July 2003 – October 2008 (5.3 years)

- Denver Public Library CO, Reference Librarian, Cherry Creek/Field Branches
Jan 1998 – July 2003 (5.6 years)
- Jefferson County Library CO, Children's Librarian, Villa Italia Branch
Sept 1996 – Jan 1998 (2.3 years)
- East Providence Public Library RI, Head Children's Librarian
May 1995 – August 1996 (1.3 years)
- Sugar Creek Elementary School WI, Library Media Center Asst.
August 1994 – April 1995 (8 months)
- Monona Public Library, Monona WI, Page, 1993 (6 months)

TOWN OF WELLESLEY

Position Description

TITLE: Library Director-(62)- **DATE:** 11/7/2014
DEPARTMENT: Library **APPROVED:** /B. Woods/
HUMAN RESOURCES:
/S. Szczebak/

ACCOUNTABILITY OBJECTIVES

Under the general direction of the Board of Library Trustees (Board), the Library Director is the chief administrative, operational and financial officer of the Wellesley Free Library. Acting independently, the Library Director deals with all library issues impacting library patrons, staff, and services. The incumbent advises the Board of issues needing their attention. The Library Director maintains a strong knowledge of the trends, developments and challenges in public libraries and ensures compliance with all state and regional library regulations.

NATURE OF POSITION

Overseen by a six member elected Board, the Wellesley Free Library (Library) provides for the informational, intellectual, and cultural needs of the Town and surrounding communities. The Library is the seventh busiest library in the state with over 1,000 visist per day and a circulation of 630,000 items per year.

Appointed by the Board, the Library Director is responsible for the leadership of the Library, including strategic planning, management, fiduciary oversight, building projects, health and safety, meeting state guidelines, service delivery, daily operations (including oversight of building maintenance for three locations), budgeting, personnel administration, and institutional advancement.

The Library Director is responsible for the safety and security of patrons and staff, putting in place appropriate protocols that ensure the smooth operation of a public facility that is open seven days per week.

The incumbent maintains a positive and high public profile and works with other Town departments to provide a high standard of service. The incumbent is an active member of the Minuteman Library Network (MLN) and represents the Town at the state and regional level. The

incumbent inspires and provides strategic vision for two supporting organizations. The Wellesley Free Library Foundation and the Friends of the Wellesley Free Library.
~~The incumbent works with other Town departments to provide a high standard of service and is an active member of the Minuteman Library Network (MLN).~~

DIMENSIONS

The annual operating budget for the WFL for FY ~~1521~~ is \$~~2.257~~ million dollars. In addition, the Library Director has oversight of trust funds, donations and grants belonging to the Library. The Library Director supervises ~~6870~~ full and part-time employees in two collective bargaining agreements.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Serves as the chief administrative, operational and financial officer responsible for articulating the vision ~~for the Library~~ as well as directing and overseeing all Library services and financial operations.
2. Addresses complex Library issues and has the freedom to act as the Board's agent in the decision-making process of Library operations.
3. Brings policy initiatives to the Board and implements their decisions in a timely fashion. Develops and manages procedures to implement policies.
4. Prepares and recommends annual budget to the Board; develops long- and short-range capital spending budgets; and administers operating budget, contracts and capital projects approved by Town Meeting.
- 4.5. Manages grants, oversees trust funds and donations.
- 5.6. Oversees the development of requests for proposals, bid specifications and serves as the Library's chief procurement officer in accordance with Massachusetts state statutes.
- 6.7. Obtains ~~Secures~~ and administers grants from local, regional, state and national agencies. Develops, oversees, and interprets statistics and surveys pertaining to Library services. Files all applicable and required State and Town reports.
- 7.8. Identifies, develops and directs the long- and short-range plans for Library operations, technology use and equipment and space utilization; sets yearly goals for the implementation of these plans. Oversees the initiation and subsequent development of all programs and services within the framework of professional standards and Board policies.

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~~8.9.~~ Oversees ~~Directs~~ the selection, training, and supervision of Library personnel to ensure superior quality customer service. Conducts regular supervisory staff meetings. Approves all hires, promotions and separations.

~~9.~~ Serves, as member of the negotiations team in contract negotiations, administers the provisions of settled contracts, and advises senior staff with unionized employee conflict resolution.

~~9.~~ Serves, as requested by the Town, as a source of information in contract negotiations, administers the provisions of settled contracts, and advises senior staff in conflict resolution.

~~10.~~ Provides technical leadership and guidance in the dissemination and organization of information management including, library classification systems, philosophy and ethics of information dissemination (including reference services and privacy rights) and principles of establishing and managing physical and digital resources.

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~~11.~~ Presides over the selection, acquisition, disposition, and continuing assessment of Library materials, which include the housing of collections and flow of circulation of materials.

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~~12.~~ Keep pace with developments, trends and challenges in the field of public libraries and advances the plan to help the Library adapt and respond to ever-changing technologies.

~~10.13.~~ Oversees the selection, acquisition, disposition, and continuing assessment of Library materials, which include the housing of collections and flow of circulation of materials.

~~14.~~ Oversees all external communications emanating from the Library.

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~~15.~~ Directs all external communications emanating from the Library.

~~11.16.~~ Serves as the public face of the Library. Represents the Library at Town, community and fundraising events.

~~12.17.~~ Supports efforts to raise private funds for the WFL including representing the library at fundraising events and working with supporting organizations (Friends of the WFL, WFL Foundation and its Development Director) as needed. Oversees acceptance and acknowledgement of all gifts and bequests given directly to the WFL and recommends disposition of same.

~~13.18.~~ Oversees the maintenance of the physical plant of all Library buildings and supervises capital improvements in conjunction with the Town Facilities Maintenance Department. Works with the Permanent Building Committee and the Facilities Maintenance Administrator as necessary.

19. Works with other Town departments and department boards to ensure the smooth operation of the Library as part of the Town's infrastructure.

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20. Oversees the maintenance and special projects of the physical plant of all Library buildings and supervises capital improvements in conjunction with the Town Facilities Maintenance Department.

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21. Represents the Library in the drafting of requests for proposals, bidding specifications, design review process, choosing of vendors and contractors and other required procedures for the repair or improvement of all physical plant and capital improvement projects.

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14.22. Manages the Library's health, safety, work environment and response to emergency and safety situations. Coordinates with the Health Department and Human Resources to ensure all state and federal health and safety regulations are followed. Works with the Workers Compensation Coordinator to report all workplace accidents and to follow OSHA guidelines on library property. Determines possible reasonable accommodations and light duty programs for any requests from employees. Approves modified work duty requests.

14.23. Prepares for and attends Town Meeting, Advisory Committee meetings, Trustee meetings, Executive Committee Meetings and those of various other Town groups as necessary, such as Town Meeting and Advisory Committee meetings.

16.24. Educates citizens, Town boards and committee members about the breadth of Library functions through public speaking engagements and presentations. Publicizes and promotes the use of the Library facilities and programs through exhibits, media outlets and public speaking.

25. Represents the Library at professional association meetings, MLN meetings, and meetings with other town and state agencies. Plays an active leadership role in the MLN planning and policy-making decisions.

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17.26. Oversees and acts as the purchasing agent and the purchasing process for library materials, supplies and equipment.

18.27. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Master's Degree in Library and Information Science from an ALA accredited school/institution.
- ~~Six years~~7-10 years management experience with a proven track record in Library Administration or equivalent.

- Excellent public speaking, marketing and public relations skills. Strong oral, written, and interpersonal skills
- Expertise in library computer systems and networks.
- Ability to work calmly, effectively and accurately in high-pressure situations.
- Strong conflict resolution and problem-solving skills.
- Experience dealing with labor unions and contracts.
- Proven track record of strong personnel and financial management experience.
- Flexibility of schedule to attend evening meetings.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Library computer system; personal computer including word processing, spreadsheets, presentation graphics, database management software and social media applications; calculator; copy and fax machine; telephone.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to walk, sit and talk or hear. The incumbent is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is generally quiet.

To: Town of Wellesley Human Resources Board
cc: Scott Szczebak, Human Resources Director

From: Linda Oliver Grape, Shepard Cohen and Marcia Testa Simonson, Board of Health members and Leonardo Izzo, Health Director

Subject: Vacation Pay-out and Bonus

Date: March 26, 2021

As discussed with the Human Resource Board at a recent meeting, over the past 12 months the COVID-19 pandemic has increased critical public health staff services across all areas of the Wellesley Health Department. In a dedicated response, the Wellesley Public Health staff has met the demand working above and beyond what their job classifications call for including being on call 24 hours per day, often working seven days a week, and 10 – 12 hours per day. Unfortunately, across the Commonwealth members of the local public health workforce are leaving their positions in unprecedented numbers due to the failure to recognize, accommodate, compensate, and reward these efforts. Due to COVID-19, not only are local public health positions going unfilled, but it is extremely difficult to hire individuals to fill vacated public health staff positions. Within 75 miles of Wellesley, there are currently 8,500 job posted for registered nurse positions in health departments. This trend extends across the entire field of professionals who are licensed and/or certified by the Commonwealth including social workers, environmental health inspectors, and health officers. In small recognition of the Wellesley Health Department Staff, the Board of Health is requesting Human Resources Board approval to offer vacation payouts to four senior staff members and a bonus to one employee.

VACATION CASH OUT:

PUBLIC HEALTH NURSING SUPERVISOR: The public health nursing team has conducted contact tracing on over one thousand residents who had tested positive. Each positive case often requires multiple phone calls to persons with whom the positive case has had recent contact). The members of the contact tracing team have also stood up several COVID-19 vaccination clinics administering the COVID-19 vaccine to Wellesley's first responders, at risk residents and frail seniors. Since March 2020, the Public Health Nursing Supervisor, Ann Marie McCauley, has, along with the Health Director, Mr. Lenny Izzo, served as an expert advisor and consultant to other Town Departments, especially the School Department, as well as to Wellesley's long-term care facilities, colleges, and private schools. She and her small staff responded to hundreds of citizen calls. Most importantly, she had to be available 24/7 to receive and respond to cases received through the Massachusetts communicable disease reporting system (MAVEN)-19. Contact tracing calls had to be made on weekends and holidays in order to help control the community spread of COVID-19. In addition to leading our nursing COVID-19 response, Ann Marie successfully stood up over 40 Influenza vaccination clinics during the fall months administering over 1000 vaccinations to town employees, and residents.

COMMUNITY HEALTH COORDINATOR: Cheryl Lefman, the Community Health Coordinator, has been available around the clock to ensure timely, reliable communication to all residents of the ever-changing messaging requirements. In addition to her public information and risk communications roles, she trained and coordinated the volunteers assisting the Health Department staff. Moreover, Cheryl represents the Wellesley Health Department at several regional public health collaboratives. She also

was tapped to organize and document many zoom meetings, along with the Department Administrator, Deadra Doku-Gardner.

ADMINISTRATOR: As with most if not all health and educational organizations that employ a range of expert professionals, a strong administrator is, in many ways, the glue that ensures the organization's success. For the Health Department, with its small staff of professionals (nurses, registered sanitarians, social work clinicians and others), Deadra Doku-Gardner, the Department's Administrator supports and helps all department staff so they can do their job, mostly in the field. Her functions include management aspects of personnel, finances, purchasing, technology, supplies, and other related operational areas. Without her completion of the various administrative functions (including on weekends), the Health Department's and town's response to the pandemic would not have been as successful or as widely praised within Wellesley. Throughout the pandemic Deadra seamlessly procured much needed medical and personal supplies, tracked, and organized our internal stockpiles of materials and worked to effectively and appropriately, disperse the materials throughout town, particularly to our first responders and health care facilities. Deadra's years of training and unique skillsets in emergency planning and response resulted in our Department and the Town being much better situated and prepared to handle this pandemic than most communities in the Commonwealth.

SENIOR ENVIRONMENTAL HEALTH SPECIALIST: Vivian Zeng was promoted to the position of Senior Environmental Health Specialist in July 2020 and has done an exemplary role of leading her team. The Environmental Health specialists are tasked with enforcing all federal, state, and local mandates and executive orders around the pandemic. She and her team have been on the road non-stop since the start of the pandemic ensuring compliance with the expanding and progressive COVID-19 guidelines for businesses, camps, pools, food service establishments and all private and educational institutions. Though not officially appointed to her new role until July 2020 she had unofficially assumed the role since the start of the pandemic as her predecessor was not able to be on-site at the Health Department offices. Vivian has proven to be a truly dedicated expert and serves the Town well, representing the Department and the Director on various committees and working groups associated with COVID-19. Her demanding responsibilities and workload in all sanitation and environmental protection areas did not lessen as she took on new, additional functions related to mitigating the spread of COVID-19.

In summary, each member of the Wellesley Health Department has consistently exceeded expectations since the COVID-19 pandemic began just over one year ago. As apparent, given the constantly changing needs, it has been extremely difficult for this group of dedicated employees to utilize vacation time. Thus, we are requesting that the following Health Department employees be permitted to "cash out" up to three weeks of their accrued FY'21 vacation balance; if approved, this would be at their discretion. Going forward, it is highly unlikely, unfortunately, that the workload will decrease. Further, each of the four staff have other immediate responsibilities beyond the COVID-19 response.

Their vacation balance as of February 28, 2021 is:

- Ann Marie McCauley 185.5 hours (5.3 weeks)
- Cheryl Lefman 289.5 hours (8.3 weeks)
- Deadra Doku-Gardner 210 hours (6 weeks)
- Vivian Zeng 142.75 hours (4.07 weeks)

BONUS:

In recognition of her extraordinary commitment and dedication to the practice of public health nursing and to the health of all Wellesley residents and employees during this extended pandemic, the Board of Health and Health Department Director requests that Ann Marie McCauley, Public Health Nursing Supervisor, be recognized with a bonus that would be the equivalent of two weeks salary. We believe that she is more than deserving, and that this would serve as a small token of the town's gratitude.

TOWN OF WELLESLEY



MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

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Board Action:

April 14, 2021

To: Human Resources Director

Re: Ratification List

Since March 24, 2021, the Human Resources Director has approved the actions listed below in accordance with Article 31 of the Town Bylaws, the Salary Plan, appropriate collective bargaining agreements and under the authority granted to the Human Resources Board is hereby requested to ratify such actions.

Code Dept.	Name	Change	Classification	Group	Rate	Date
D2103022	Christopher Litchfield	STEP	Primary Station Operator	18/5	\$29.38 \$30.87	10/1/2020
D2103023	Daniel Bailey	STEP	Custodian	15/4 15/5	\$22.30 \$23.28	3/27/2021
D2103024	Michelle Pinkham	STEP	Dispatcher	47/2 47/3	\$24.13 \$25.34	3/29/2021
D2104025	Dean Leone	STEP	Custodian	15/1 15/2	\$19.52 \$20.40	4/7/2021

HUMAN RESOURCES BOARD

CC: Sheryl Strother, Finance Director

HUMAN RESOURCES
RECRUITMENT REPORT
April 14, 2021

Number of openings closed		03/24/21	22 (5 on hold)
Number of positions filled:			4
Number of new openings:			3
Number of openings closed		3/24/21	18 (6 on hold)
Req. Date	Dept.	Position Title	Status
3/4/2020	LIB	Librarian (2) (On-call)	On hold
3/24/2020	REC	Program Coordinator	Reviewing Resumes
7/13/2020	DPW	Medium Equipment Operator -- Highway (3)	Reviewing resumes
7/29/2020	DPW	Tree Climber	Reviewing resumes
10/2020	LIB	Library Assistant (1)	Reviewing resumes
9/2020	DPW	Highway Maintenance Worker (2)	1 conditional offer accepted 4/6/2021
12/2020	FIN	Accounts Payable B	On Hold
1/4/2021	LIB	Office Administrator	On Hold
1/19/2021	PLN	Senior Planner	On Hold
12/23/2020	PLN	Planner - Part-Time	Reviewing Resumes
12/8/2020	DPW	Staff Engineer	Brendan Newell - start 4/7/2021
1/2021	DPW	Fleet Mechanic	Wojciech Iwaniec - start 4/7/2021
1/2021	FMD	Custodian (010)	Kevin McMillen - start 4/7/2021
1/2021	DPW	Temp Meter & Sign Repair Person	Union posting - reviewing job description
3/2021	COA	Department Assistant P/T	On Hold
3/2021	PLN	Planner	Reviewing Resumes
3/2021	DPW	Power Shovel Operator	Ad posting date TBD
4/2021	FMD	Custodian (2)	Ad posting date TBD

HUMAN RESOURCES BOARD
REMOTE MEETING
March 24, 2021

The meeting was called to order by Chairman John Hussey at 7:00 pm. Present were Board members Pamela Cozza, Alice Kokodis, and Eylem Alper. Also present were Human Resources Director Scott Szczebak, Human Resources Assistant Director Robin Tusino, and Facilities Maintenance Director Joe McDonough.

Mr. Hussey read the script on remote meeting procedures. There was no public participation

The first item on the agenda was a request for a Recognition Award for Danielle Gariepy, Finance and Office Manager. Mr. McDonough requested a payment equivalent to two weeks' pay, or \$3,173. Mr. McDonough stated that he has only requested one other Recognition Award in the past 9 years and went on to state Ms. Gariepy has essentially been performing two jobs since the Pandemic began in March of 2020. Ms. Gariepy has also put in many additional hours of work beyond her usual exemplary efforts to manage the tremendous financial and personnel challenges such as FFCRA and EFMLA which COVID-19 placed on the department.

Mr. Hussey asked Mr. McDonough to quantify the additional hours that Ms. Gariepy had worked. Ms. Cozza asked where the additional funds would come from. Mr. McDonough stated that they have funds in their department budget.

Upon a motion made and seconded, the Board, by unanimous roll call vote, approved a Recognition Award to Danielle Gariepy in the amount of \$3,173.

The next item on the agenda was proposed personnel policy changes. Mr. Szczebak stated the purpose of these changes is to consolidate duplicate policies, eliminate unnecessary or outdated policies, reduce procedures, and update the language. The policies Mr. Szczebak brought before the Board for review were the Starting Salaries 1A, Salary Increases 1B, Salary Adjustments 1C, Overtime Pay 1D, Appropriations 1E, Employee Work Performance 1F, Classification and Salary Plan #2, Performance Review Policy #10, and Merit Increase #11.

Mr. Szczebak provided an overview of his recommendations for changes to each personnel policy. The Human Resources Board had questions about the percentage of the merit increase and discussed how it should be awarded based on guidelines set forth by the Human Resources Department and not just an artificial number in the policy. The Board discussed adding a provision that allows the Human Resources Board the flexibility to adjust the standing in the range for employees who receive an upgrade if the upgrade is increased by two or more job groups. The Board was in agreement with the deletion of the Overtime Pay Policy stating it is regulated by both state and federal law. Mr. Hussey questioned if exempt employees may get overtime because of their salary level. Mr. Szczebak stated it hasn't happened recently but is a possibility due to federal overtime laws. Mr. Szczebak clarified the process of how the appropriation for the merit pay plan was distributed for the current fiscal

year. Mr. Hussey questioned why the merit increases would come out of department budgets if the performance reviews were not submitted to Human Resources by the date stipulated.

The proposed employee work performance policy is a combination of policies that consist of the merit pay plan and performance review policy. Mr. Szczebak suggested deleting the Performance Review Policy #10. Mr. Szczebak was in agreement with Mr. Hussey's statement that policies 10 and 11 would be deleted.

The classification and salary plan was discussed in detail. Mr. Hussey questioned if this restated the by-law and what would happen if we didn't have it. Mr. Szczebak stated that the Appendix was an updated version of the by-law and it is more of a process for informational purposes. Mr. Hussey asked who the "officers" are that are referred to in this policy. There was not a formal definition but the policy inferred that it would apply to all volunteers, board members, committee members that hire employees. Ms. Cozza questioned if it is more of a procedure and not a policy, do we really need it.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the ratification list.

Mr. Hussey inquired about the recruitment report. Mr. Szczebak stated that currently many positions are waiting or on pause. Over the next couple of months, the hiring will slow down and will start picking up in the late spring and early summer.

While reviewing the February 24, 2021 minutes, Mr. Hussey clarified the discussion on granting authority to the Director to make conditional offers above mid-point using his judgement. The Human Resources Board would then review and approve of those offers. Mr. Szczebak stated he would amend the February minutes to accurately reflect this.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, adjourned the meeting at 8:14pm.

Respectfully Submitted,

Alice Kokodis, Secretary

DOCUMENTS USED AT MEETING: agenda, orders suspending certain provisions of Open Meeting Law G.L. c 30A, 20, FMD memo to the board requesting Recognition Award for Danielle Gariepy, Memo from Mr., Szczebak, Starting Salaries Policy 1A, Salary Increases Policy 1B, Salary Adjustments Policy 1C, Overtime Pay Policy 1D, Appropriations Policy 1E, Employee Work Performance Policy 1F, Classification and Salary Plan Policy #2, Performance Review Policy #10, Merit Increase Policy #11, Ratification List, Staffing Report, Minutes of February 24, 2021, Minutes of March 24, 2021.