



## HUMAN RESOURCES DEPARTMENT

Town Hall  
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Wellesley, MA 02482

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

To: Human Resources Board

From: Scott Szczebak, Director

Date: February 24, 2021

Re: Meeting Information

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**Request for Salaries to be Paid in Lieu of Vacation**

The Wellesley Board of Health is requesting to pay Lenny Izzo, Health Director, three weeks of salary in exchange for three weeks of vacation time. Board member Linda Grape has sent a memo explaining their request. Funds would come from the Health Department budget. The personnel policy for vacation buyouts is as follows:

*"Salaries shall not be paid in lieu of vacations except in extreme emergency and with the prior approval of the Human Resources Board. If a holiday falls within the vacation period of an employee, s/he shall be granted an additional day of vacation."*

**Personnel Policy Changes**

Attached are the first 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 The purpose of the changes is to consolidate duplicate policies, eliminate unnecessary or outdated policies, reduce procedures, and update the language.

**Recruitment and Selection**

- The paragraphs related to equal opportunity and discrimination were deleted due to the adoption of a separate and updated Equal Opportunity Policy last Town meeting.
- References to Civil Service and Non-Civil Service positions have been deleted. Wellesley is no longer a Civil Service community.
- In an effort to differentiate between "policy" and "procedure", I deleted the detailed procedural elements under IV.A "A Procedure for Non-Civil Service Positions" and replaced it with the Human Resources Board to have the flexibility to oversee the procedures developed by the Human Resources Department. The previous detailed recruiting procedures should not be maintained in the by-laws.

- I included a provision requiring the posting of all vacant positions. Although this would be considered a procedure, I believe such a provision ensures transparency in the hiring process and should be codified in the by-laws.

#### Meal Allowance

- Both versions of the Meal Allowance are requested to be deleted since they are no longer used.

#### Sick Leave Policies

- Sick Leave Policy #3 should be deleted in its entirety and the Appendix Payment Due to Absence on Account of Illness should be modified.
- The amount of sick time remains unchanged.
- The process of tracking sick time through payroll is changed to a procedure determined by the Director of Financial Services.

#### Educational Benefit Program

- Educational Benefit Policy #14 should be deleted in its entirety.
- The Tuition Refund policy should be changed to focus more on professional development programs like the Suffolk Certificate in Local Government Leadership and Management program and non-credit college courses rather than traditional for-credit college courses which are no longer financially feasible for municipalities to completely fund.
- The amount of reimbursement should be determined by the Human Resources Board.

#### Annual Physical

- Both versions of the Annual Physical are requested to be deleted. These policies are no longer relevant since all Massachusetts health plans must cover the cost of an annual physical.

#### Sexual Harassment

- Delete Sexual Harassment Policy #15. This policy was updated and replaced with the new Discrimination, Harassment and Retaliation policy.

#### **Hiring Process**

Attached are the draft presentations that Human Resources is developing to help departments conduct their own interviews as well as better explain the hiring process. These are still in development and only cover a portion of what is covered in the presentation. I will also discuss the process of making conditional offers to candidates and how it relates to Human Resources Board approval for salaries above the midpoint.



**HUMAN RESOURCES BOARD**  
**February 24, 2021**  
**7:00 PM**

**AGENDA**  
**ONLINE REMOTE MEETING**

1. Employment Actions
  - a. Request for salaries paid in lieu of vacation – Health Department
2. Other Items
  - a. New business
  - b. Hiring procedures
  - c. Discussion on personnel policies and procedures
  - d. Approval of ratification list
  - e. Approval of the minutes

Topic: HR Board Meeting

Time: Feb 24, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

Meeting ID: 867 6466 6392

Passcode: 857358

One tap mobile

+13017158592,,86764666392#,,,,\*857358# US (Washington DC)

+13126266799,,86764666392#,,,,\*857358# US (Chicago)

Dial by your location

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+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 867 6466 6392

Passcode: 857358

Find your local number: <https://us02web.zoom.us/j/86764666392>

Residents seeking to participate in citizen speak or any other agenda item should email [sszcebak@wellesley.gov](mailto:sszcebak@wellesley.gov) prior to the meeting to be placed on the agenda and a number will be assigned for speakers.

To: Wellesley Human Resource Board

From: Wellesley Board of Health

Re: Vacation "Cash Out" Request for Leonardo Izzo

Date: February 18, 2021

As you all would agree, the Covid-19 pandemic has impacted all of us in significant ways; the Wellesley Health Department is no exception and has been hit especially hard since the first Covid-19 case was diagnosed in a Wellesley resident on March 6, 2020. Under the leadership of Director Leonardo "Lenny" Izzo, the Health Department staff immediately reprioritized the work at hand and have provided the Town with incredible dedication and service. The ever-changing priorities have necessitated that Lenny and his team be available 24 hours a day, 7 days a week. It has not been possible for him to take even a day off from his responsibilities much less utilize his five-week annual vacation accrual and it is unlikely that this will change for many months. As a result of these extraordinary circumstances, the Board of Health is requesting that Mr. Izzo receive three weeks of vacation "cash out" pay. If approved, the funds would come from the Health Department's FY'21 operating budget.

Listed below are just some of the specific reasons why Lenny could not, in the interest of the Town's public health, take advantage of his vacation benefit (although as the Board partly responsible for his wellbeing wished he could have):

1. In spring-summer 2020, he co-lead with the executive director of general government, the town's response to the Covid-19 pandemic
2. He needed to recruit hire and orient new, additional staff, as budgeted: a second full time social worker, second full time public health nurse, and a new sanitarian
3. With staff and Board input, Lenny planned and implemented a series of Covid pandemic responses: Public education and risks communications, case reporting and data management, contact tracing, intensified social services and behavioral health initiatives, vaccination clinics, and many other activities.  
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4. Considerable time was spent collaborating with the school department.
5. Almost daily, there have been and continues to be in-depth conference calls with state officials and regional local public health officials.
6. The number of calls and emails that he needed to respond to were and continue to be overwhelming.
7. Keeping the staff informed and supported has been a major task.
8. Meanwhile the regular Health Department responsibilities and authorities could not be set aside (such as mosquito control, food safety, Morses Pond, health and safety issues, etc.)

9. The twice weekly Board of Health meetings require his preparation and follow up.

10. As the science evolved, almost weekly, he had to keep up to date and to modify programs accordingly,

Though this type of transaction has not been requested in recent memory, it is our understanding that Town By-Laws allow for town employees to receive vacation cash outs. While this is an unusual request, we feel that it is justified by the unusual circumstances that the pandemic has created for the Wellesley Health Department. Many thanks for your consideration and hopeful approval.

HUMAN RESOURCES BOARD  
REMOTE MEETING  
January 26, 2021

The meeting was called to order by Chairman John Hussey at 7:00 pm. Present were Board members Julie Moore, Pamela Cozza, Alice Kokodis, and Eylem Alper. Also present were Human Resources Director Scott Szczebak, Human Resources Assistant Director Robin Tusino, Finance Director Sheryl Strother, Sustainable Energy Director Marybeth Martello, Select Board member Beth Sullivan Woods.

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

The first item on the agenda was Sheryl Strother's request to hire Tricia Lamarre for the Payroll Manager position at \$80,000 or 110% of the mid-point of Job Group 56. Ms. Strother stated that Ms. Lamarre brought significant real-world experience to the position and had served in similar positions throughout her career. She explained that throughout the interview process she had reviewed over 110 resumes and conducted 8 interviews. Ms. Strother also mentioned that she requested four weeks of vacation. Ms. Kokodis asked to clarify what her current position was and reason for the change. Upon a motion made and seconded, the Board, by unanimous roll call vote, approved the request to hire Ms. Tricia Lamarre at \$80,000 with four weeks of vacation.

The second item on the agenda was a request from Marybeth Martello, Sustainable Energy Director, for \$1,581.54 from the merit pay plan fund to cover a budget shortfall from the reclassification of the position of Sustainable Energy Director. Mr. Szczebak explained that Human Resources was able to provide her estimates for the SEC budget last fiscal year. The effective date of the reclassification was July 1, 2020. The final reclassification came out higher than the estimated amount when the reclassification was completed. Ms. Alper asked about the status of the line item in the budget. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved to transfer \$1,581.54 from the merit pay plan fund to the Sustainable Energy Committee budget.

The third item on the agenda was the Personnel Policies Update strategy discussion. In preparation for the possible fall or winter Special Town Meeting, Mr. Szczebak suggested presenting several additions, deletions, or changes to existing policies at each meeting over the next several months with the goal of having the first draft of edits completed by the beginning of fall. Mr. Szczebak stated he would then send final edits to Town Council for review. Mr. Szczebak presented a draft of the new policy format, which he said will help to keep track of the progress and organize the finished work to present at Town Meeting.

Mr. Szczebak proposed the deletion of the annual physical policies and the meal allowance policies. They are currently duplicate policies that exist in both the Personnel Policies #1 - #16 and the Policy Appendix. He stated that these policies are outdated and

have not been used for many years. It was proposed that the Board take a vote on the deletion of these policies at the next Human Resources Board meeting.

The last item on the agenda was the hiring above mid-point procedure. Mr. Hussey and Mr. Szczebak explained that currently the Board allows the Human Resources Director to hire to the mid-point without Board approval. Mr. Hussey asked the Board if they should delegate more authority to the Director to hire above mid-point without Board approval. Mr. Szczebak expressed his concerns about that practice but also relayed that it could improve efficiency in the hiring process. Some concerns were brought up by the Board, and they would like to see the hiring managers complete justification memos even if Mr. Szczebak has the authority to grant them their requested salary. Mr. Szczebak added that the current process of hiring up to the midpoint does require significant justification for his approval.

Based on the discussion, Mr. Hussey would like to take a look at the new Hiring Process and then look at the delegation of hiring above mid-point from a holistic perspective.

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

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the minutes of December 16, 2020 as amended.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, adjourned the meeting at 7:54 pm.

Respectfully Submitted,

Alice Kokodis, Secretary

OCUMENTS USED AT MEETING: agenda, orders suspending certain provisions of Open Meeting Law G.L. c 30A, 20, Mr. Szczebak memo to the board requesting to hire above mid-point, transfer funds from the merit pay plan to SEC, S. Strother memo, Payroll Manager job description, T. Lamarre resume, annual physical policies, meal plan policies,

Ratification List, Staffing Report, Human Resource Policy Outline, Minutes of January 26, 2021

HUMAN RESOURCES  
RECRUITMENT REPORT  
FEBRUARY 24, 2021

Number of openings closed:		01/20/21 22 (4 on hold)	
Number of positions filled:		3	
Number of new openings:		3	
Number of openings closed:		2/24/21 22	
Req. Date	Dept.	Position Title	Status
10/21/2019	DPW	Truck Driver A/Laborer (2)	Reviewing applications
3/4/2020	LIB	Librarian (2) (On-call)	On hold
3/24/2020	REC	Program Coordinator	On hold until 2021
7/7/2020	FMD	Temporary Custodian (-041)	Reviewing applications
7/13/2020	DPW	Medium Equipment Operator -- Highway (3)	Posting closes 2/26/2021
7/29/2020	DPW	Tree Climber	Posting end date = 3/12/2021
8/25/2020	DFS	Payroll Manager	<b>Tricia Lamarre, DOH - 2/8/2021</b>
10/2020	LIB	Library Assistant (1)	Review resumes
9/2020	DPW	Highway Maintenance Worker (2)	Candidate declined offer
11/2020	LIB	Acquisitions Specialist	Offer declined - waiting for direction from the library
11/2020	COA	Department Assistant Part time	Interviewing
11/2020	DPW	Parks Maintenance Worker (1)	<b>Jared Pitman, DOH=2/17/2021</b>
12/2020	FIN	Accounts Payable B	On Hold
1/4/2021	LIB	Office Administrator	On Hold - March, 2021
1/18/2021	FMD	Custodian	Interviewing
1/19/2021	PLN	Planner	Reviewing Job Description
12/23/2020	PLN	Planner - Part-Time	Reviewing Job Description
2/28/2019	DPW	General Mechanic A, W, & S	<b>Kearny Carrigg, 2/3/2021 start date</b>
12/8/2020	DPW	Staff Engineer	Reviewing applications
1/2021	DPW	Fleet Mechanic	Reviewing applications



HUMAN RESOURCES  
RECRUITMENT REPORT  
FEBRUARY 24, 2021

1/2021	FMD	Custodian (006)	Reviewing applications
1/2021	DPW	Groundskeeper	Union posting
1/2021	FMD	Custodian (010)	Reviewing applications
1/2021	DPW	Temp Meter & Sign Repair Person	Union posting - reviewing job description
2/2021	FMD	Clerk of the Works (Temporary)	Interviewing



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Board Action:

February 24, 2021

To: Human Resources Director

Re: Ratification List

Since January 26, 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
D2102001 POL	Derek Harris	STEP	Patrolman	Step 3 Step 5	\$1116.46 \$1202.25	2/4/2021
D2101002 FMD	Jose Yurnet	STEP	Custodian	15/2 15/3	\$20.40 \$21.32	1/8/2021
D2102003 MLP	Janet Maynard	STEP	Administrative Records Clerk	43/5 47/5	\$23.58 \$28.47	2/1/2021
D2007004 W/S DPW	John Tusler	STEP	Truck Driver A/Laborer	15/2 15/4	\$21.85 \$24.14	07/24/2020
D2005005 DPW	Benjamin Feeley	STEP	Power Shovel Operator	17/2 17/3	\$23.99 \$25.27	05/29/2020
D2101006 DPW	Matthew Cardillo	STEP	Permit Verifier/Trash Collector	13/3 13/4	\$20.80 \$21.93	01/29/2021
D2102007 DPW	Adam Granger	PROMO	Maintenance Worker PRK Groundskeeper	13/4 16/3	\$21.93 \$24.08	02/03/2021
D2102008 LIB	Marisca Mozeleski	STEP	Librarian	L14/2 L14/3	\$29.18 \$30.35	2/13/2021

HUMAN RESOURCES BOARD

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CC: Sheryl Strother, Finance Director