

Personnel Board Meeting
Tuesday, September 29, 2020, 6:00 P.M.
Virtual Meeting held via Zoom

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Joseph Herlihy, Member

Rich Lunetta, Member

Staff

Rachel Glisper, Director of Human Resources

Chuck Murphy-Romboletti, Assistant Director of Human Resources

Guests

Timothy McDonald, Director of Health & Human Services

Kristen Wright, Employee, Park & Recreation

Sheila Whisler, Employee, Building Department

Trevor Ballentime, Needham Weekly Community Newspaper

Call to Order – 6:10 P.M.

Ms. Vivian Hsu called for a motion to open the Personnel Board meeting. Mr. Joseph Herlihy made a motion and Mr. Rick Lunetta seconded.

New Job Description – Assistant Director of Public Health/Nursing & Behavioral Health

Mr. Timothy McDonald, Director of Health & Human Services, explained to the board the need for the new position in his Department. He reviewed the newly created job description and explained how this position would supplement the work done by the current Assistant Director of Public Health who focuses on compliance. The creation of this position would also consolidate the number of direct reports in the Public Health Division that Mr. McDonald currently has under his purview as Health & Human Services Director, with those subordinates now reporting to this position.

Mr. Lunetta asked if this position would be requested in a DSR4 as part of the next budget request (FY22). Mr. McDonald explained that he would look to reclassify a current employee into this position, if approved under the waiver process by Human Resources. Ms. Hsu asked if the creation of this position would reduce Mr. McDonalds working hours dedicated to supervising the staff that would now report to the Assistant Director. Mr. McDonald hoped that eventually it would allow him to refocus his time on other priorities.

Mr. Joseph Herlihy moved to approve the Assistant Director of Public Health/Nursing & Behavioral Health job description as presented. Mr. Rick Lunetta seconded. The motion passed unanimously.

New Policy - Remote Work Program #426

Ms. Rachel Glisper explained the new Remote Work Policy and Agreement Form. The policy was born out of the recent necessity to mandate remote work and continue operations due to the COVID-19 pandemic. Although remote work was already being mandated, the development of this policy would put in place a mechanism for remote work to be approved, terms of the

arrangement to be spelled out, and expectations to be clarified between employees and supervisors. Before the Board for approval was a new policy and an agreement form.

Mr. Lunetta recommended that the Agreement form include a space for indicating the specific days and times that the employee would be working remotely. He also recommended that the Town's IT Department review the policy and agreement for security protocols, including possibly requiring remote work computers have a VPN to mask their internet connection. Ms. Hsu suggested that staff consider how ADA reasonable accommodations would be handled now that remote work was a possibility. The Board also suggested the Staff look at which unions may want to utilize the program, and how disciplinary issues may arise and be dealt with throughout a breach in the work arrangement. Mr. Joseph Herlihy mentioned that Staff should be cognizant of how Supervisors and Managers are entering into remote work agreements and ensure that they are being applied consistently and managers are managing the work product appropriately.

Mr. Herlihy motioned to approve the policy and Mr. Lunetta seconded. The Policy was approved unanimously.

Revision to Personnel Policy #416: Drug & Alcohol Testing Policy

Mr. Chuck Murphy-Romboletti summarized the changes to the existing Drug & Alcohol Testing Policy for the Board. The new USDOT Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License Drug & Alcohol Clearinghouse requirements went into effect in January 2020. The Clearinghouse is a centralized database that employers, such as the Town, will now use to report drug and alcohol program violations and to conduct queries, which check that current or prospective employees are not prohibited from performing safety-sensitive functions, such as operating a commercial motor vehicle, due to an unresolved drug and alcohol program violation. Queries are required by the USDOT, to be conducted as part of a pre-employment driver investigation, and at least annually for current employees.

The Town's Drug & Alcohol Testing policy #416 was updated to include the Town's obligation to meet the USDOT clearinghouse requirements and to include a "Consent to Query" release form. The HR Department will be distributing the policy, consent form and training materials to CDL Drivers within the DPW to complete and be in compliance. The policy had been reviewed by the Town's Labor Attorney.

There were no questions from the Board.

Mr. Lunetta motioned to approve the policy and Mr. Herlihy seconded. The Policy was approved unanimously.

Other Business

Update on Classification & Compensation Study

- Ms. Glisper mentioned to the Board that the Classification and Compensation Study had been picked back up, after a slight pause due to the pandemic and related emergent needs. The Town's senior leadership and HR have been actively meeting to work on the

project with the consultant and hope to have more information on progress at the next meeting of the Board.

- The board asked if staff could present a demonstration at the next meeting of the new Classification grading tool being used. Ms. Glisper stated that she would reach out to the consultant, GovHR, and try to arrange for a presentation and demo.

Update on Fire Arbitration

- Ms. Glisper informed the Board that the Arbitration hearing for the Fire Union grievance was scheduled for the following day (September 30, 2020). The grievance was concerning the issue with Pay Grades and Steps upon implementation of the Collective Bargaining Agreement back in 2016, which the Board had reviewed, considered and voted to uphold the denial of the grievance earlier in the year.

Adjournment - 6:58 P.M.

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