

Personnel Board Meeting
Tuesday, March 10, 2020, 6:30 P.M.
Highland Room, Town Hall, Needham, MA

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

Call to Order – 6:36 P.M.

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

Elected Official Salaries

Ms. Rachel Glisper presented the proposed 3.59% increase to the Town Clerk salary to the Board for consideration. No other changes were being proposed to the elected officials' salaries.

Mr. Joseph Herlihy made a motion to approve the salary increase as proposed and Mr. Rick Lunetta seconded. The motion carried unanimously.

Position Reclassification – Economic Development Manager

Ms. Glisper explained that the reclassification proposed before the Board, was to change the current Director of Economic Development (K-22) to Economic Development Manager with a GE21 classification. The Town's Director of Economic Development position had been vacant since last fall and since then the Town Manager and Human Resources Department have been exploring the future of the position, the reporting relationship, the position level, and the office location. After review and consultation with the Town's classification and compensation consultant, it was determined that the title of "manager" is more appropriate. The position has similar requirements to the Public Information Officer, a GE21 position, and is grouped with similarly classified positions in the preliminary view of the consultant.

Mr. Lunetta asked who had been assuming the duties of the Economic Development Manager since the previous incumbent's departure. Ms. Glisper stated that duties were being split within the Planning & Community Development Department and Town Manager's Office.

Discussion was had about the reporting structure of the position and potential implications of having Economic Development duties not lie within Planning and Community Development Department. The Board concluded that the topic was outside their purview and area of consideration for the reclassification.

Mr. Rick Lunetta made a motion to approve the reclassification as proposed and Mr. Joseph Herlihy seconded. The motion carried unanimously.

Domestic Violence Leave Policy #317

Ms. Rachel Glisper explained the policy before the Board was created to put the Town in compliance with the Commonwealth's Domestic Violence Leave Act (MGL ch149, §52E) that was passed in 2014. The Law provides employees with up to 15 days per year of leave, to deal with issues related to victims of Domestic Violence.

Ms. Hsu asked if this policy was similar to the model policy published by the Massachusetts Commission Against Discrimination (MCAD). Ms. Glisper confirmed and mentioned that the only area where the Town had discretion on how to implement was on whether to provide paid or unpaid leave. The Town's proposed policy includes language that allows employees to utilize accrued leave to pay themselves during this approved leave.

Mr. Rick Lunetta made a motion to approve the new Personnel Policy as proposed and Mr. Joseph Herlihy seconded. The motion carried unanimously.

Other Business

COVID-19

Ms. Glisper provided an update to the Board that Town leadership was actively meeting to implement measures to address issues related to the outbreak of COVID-19, also referred to as Corona virus. The Town was looking at canceling or postponing large group meetings, encouraging employees to stay home if they're sick, and other measures.

Adjournment - 7:05 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.