

Town of Lunenburg

Personnel Committee

Minutes: January 27, 2020 - Ritter Memorial Bldg. conference room

Attendees:

Scott Chase (Chair), Sue Andrews, Dave MacDonald, Erik Arnold

Also Present:

Heather Lemieux, Town Manager, Julie Belliveau, Asst. Town Manager/HR Director

Jack Rodriquez, Director DPW, Kayla Wright, Recreation Director, Jo McLaughlin, Manager LAT

Meeting began at 5:30pm with all attendee's present.

Old Business

Minutes from Nov 7, 2019, Oct 24, 2019, Sept 3, 2019, Aug 27, 2019 reviewed

Motion by D. MacDonald to accept all the minutes presented; Second: E. Arnold

Vote: All in Favor

New Business

No Personnel Action Forms requiring review

Job Description Review:

Jo McLaughlin presented revised job descriptions for two roles for the LAT, Senior Videographer, and Videographer, both were included in the current budget. These roles created as current interpretation of how town utilizes contractors has changed. These roles previously were contractors, but due to regulatory issues they will now be employees. There are employees in these roles currently utilizing 1099's. The group also reviewed how these roles should be graded in the SAP. Levels of responsibilities, leadership and skills needed were discussed and compared with current roles in that same organization.

Motion: D. MacDonald: Approve Videographer role as a Grade 3 and submit for final approval at next appropriate Town Meeting. 2nd: S. Andrews Vote: All in Favor

Motion: D. MacDonald: Table discussion on Sr. Videographer role, job description will be amended to include project leadership responsibilities and brought back to committee;

Second: S. Andrews Vote: All in Favor Note: It is anticipated that these changes will support reconsideration as a Grade 6 at future review.

Kayla Wright presented two revised job descriptions, Beach Director and Life Guard. As the new Director of Recreation, she felt the roles needed updating due to changes in certifications required for these roles. Neither required a Grade level change.

Motion: Scott Chase: Approve the new job descriptions as submitted for Beach Director and Life Guard. Second: E. Arnold Vote: All in Favor

Kayla Wright also presented a new role as a Water Safety Instructor. This role is also created due to current certifications needed for this special role. Previously Life Guards generally took on those tasks. The role was discussed and compared to other roles currently utilized at the Town Beach to determine appropriate SAP Grade.

Motion: D. MacDonald: Approve Water Safety Instructor role as a Grade 4 and submit for final approval at next appropriate Town Meeting. 2nd: S. Andrews Vote: All in Favor

Discussions:

Seasonal DPW Laborer/truck driver - Jack Rodriquez reviewed a recent regulatory assessment regarding the use of contractors' vs employees for town roles. The current understanding relates to anyone that is utilizing town equipment for their work. Current interpretation is that these types of roles should be town employees not contractors, or vendors. This is a change to current practice for snow removal contractors. This role and any others that fall into similar roles as intermittent workers now need to be considered employees and on the town payroll.

The committee recommended that the Union contract be reviewed as these would not be considered union employees, as regular DPW workers are, and if necessary reviewed with Union Leadership to insure compliance and support for changing the roles going forward. Once that review completed, and a job description created the role would be brought back to committee for final review and approval.

State Minimum Wage - Julie Belliveau is reviewing how the Town might manage a change to SAP salary grades that support all employees having a starting wage that is consistent with Massachusetts State Minimum Wage. Currently the step grid has several lower grade roles where step one is less than minimum wage. She will propose alternatives at next meeting.

Position Rating Guide - Julie Belliveau is also reviewing a more formalized position rating guide to utilize for town roles. Current process is more informal utilizing a review that examines roles as they compare to other roles in responsibilities, skills needed, experience and accountability. She will continue to explore and present options at a future meeting.

Motion: E. Arnold: Adjourn meeting 7:00pm

Second: S. Chase Vote: All in Favor