

Town of Lunenburg

Personnel Committee

Minutes: December 29, 2020 - Zoom Meeting

Attendees:

Dave MacDonald, Sue Andrews, Donna Fortune, and Joanna Bilotta

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director

Meeting Began at 5:07pm with all attendee's online; Joanna Bilotta presiding as Vice Chairman

Approval of Minutes:

Minutes of the October 29, 2020 meeting reviewed

Motion by D. MacDonald to accept and approve the minutes as presented; Second D. Fortune

Roll Call Vote: All in Favor

New Business:

Approval of Personnel Action Form for Intermittent Heavy Equipment Operator

J. Belliveau outlined the need to formally approve the hiring of Michael Roberts into this role. The committee had created the job description, and received approval to add the role into the SAP during 2020. This role previously was just a contractor role, but guidance from the state mandated it change to a town employee, given that town equipment was required to complete the work, in this case snowplowing. This candidate had been fulfilling the role for many years as a contractor. The salary was set at a rate that the candidate previously received as a contractor. This role is part time as needed and the town provides no other benefits. A general discussion regarding this process, bringing new committee members up to date on this corrective process.

Motion by S. Andrews to accept the recommendation of the towns H.R. Director to offer the role at Grade Level 9 step 8.

Second: D. Fortune

Roll Call Vote: All in Favor

Position Description Review: Reserve Police Officer

J. Belliveau updated the group on another corrective action needed with the addition of this Job into the SAP. In years past, the town utilized this role, but the position was thought to be included in the Police Employees position structure, governed by their union contract. The town has learned that this role, that is less than a full time role, is not included in that agreement and should be placed into the SAP structure. This description was created by the HR Director with the assistance of the Chief of Police. The job Grade Level was assigned consistent with previous assignment, with a recommendation of it being a Grade Level 10 in the SAP. The committee made a few minor adjustments in the description,

but were in agreement that the description was well written, contained all the essential information required and followed a consistent outline for job descriptions in the SAP.

Motion by: S. Andrews to accept the recommendation of the towns H.R. Director to accept the job description, with the few minor changes noted, at a Grade Level 10 in the SAP. It will then be submitted at the next appropriate Town Meeting for final approval by the Selectman.

Second: D. Macdonald

Roll Call Vote: All in Favor

Position Description Review: Network Administrator

This position is a new addition to the SAP. Currently the towns IT Director's role includes a shared responsibility with the School Department. A recent realignment of these shared IT roles has resulted in the movement of the Network Administrators role from the School Department to the town. As the town previously did not have a job description in its SAP for such a role, this job description was needed. As there is an employee in this role currently, the Grade Level places the responsibilities in a level consistent with the current School Department placement.

Motion by: S. Andrews to accept the recommendation of the towns H.R. Director to accept the job description, at a Grade Level 13 in the SAP. It will then be submitted at the next appropriate Town Meeting for final approval by the Selectman.

Second: D. Fortune

SAP Longevity Amendment

J. Belliveau submitted this amendment to the SAP that changes the longevity award from a percentage value to a dollar value. This supports consistent alignment between the SAP guidance and how this benefit is awarded with all the other contracts managed by the various union groups in the towns employ.

Motion by: S. Andrews to accept the recommendation of the towns H.R. Director to amend the SAP Section 25, Longevity Pay to reflect payment as a cash value, rather than a percentage value, in line with other employee groups' payment schedules. It will then be submitted at the next appropriate Town Meeting for final approval by the Selectman.

Second: D. Fortune

Roll Call Vote: All in Favor

General Discussion

D. Macdonald reminded the group that we had not completed our discussions on how to insure that all town employees received at least the Massachusetts Minimum Wage. Several of the Grade Levels have a starting step that did not meet that wage. The group supported that all town employees should not be paid below that rate, but had not completed the work of how to address the SAP Grade chart to accommodate this practice. J. Belliveau will continue to assess that issue and present the topic at our next meeting.

Motion: S. Andrews: To Adjourn meeting at 5:45pm Second: Fortune