

**PERSONNEL ADVISORY BOARD MEETING MINUTES**  
**Town Office Building, Meeting Room 1**  
**Wednesday, July 24, 2019**  
**6:00 P.M.**

**Members Present :** Paul Lemieux, Mark Manolakis, Miriam Cambo

**Members Absent :** Joe Kelly, Marylou Fabbo

**Staff Present:** Nick Breault, Town Administrator, Herta Dane, HR Coordinator

Chairman Paul Lemieux called the meeting to order at 6:05 p.m.

**1. Approval of Meeting Minutes:**

**MOTION: “Move to approve the minutes of January 16, 2019”. (Motion by Mark Manolakis, Seconded by Miriam Cambo); Approved 3-0**

**2. Old Business:**

▣ **Compensation Policy**

Herta Dane informed the Board that the question had been raised by a supervisor how to round the time employees may come early or late of their regular start time. While the Fair Labor Standards Act allows for the rounding of time, as long as it is fair and rounded in both directions (i.e. not always rounded down). There is currently no written policy of the Town. Miriam Cambo stated that the standard she has experienced is to round to the nearest 15 minutes. Paul Lemieux agreed that he understands that to be an acceptable method. The Board agreed that the town should follow that practice.

**3. New Business:**

▣ **Hiring Policy**

Nick Breault explained to the Board that a question had come up regarding the Hiring Policy and Hiring Authorities of certain positions in Town. The Town has followed certain hiring practices for over 30 years, and the Hiring Policy, in place since 2005, basically recognized those practices into a written policy. It allows for a hiring process for non-managerial and non-public safety (police and fire) clerical and line staff which includes the Town Administrator, the Department Head, and the Human Resources Coordinator, to conduct a comprehensive selection process and determine the best candidate for the position, make a job offer within the parameters of the established position (i.e. number of hours, and compensation) and hire the candidate. Recently a different appointing authority was identified for a certain position in the context of termination of employment rather than hiring. Nick explained the thorough process the Town has to follow to initiate termination of employment, including such as Weingarten Rights (union representation for union employees), and the requirements for a Loudermill Hearing (which involves an investigative process prior to discipline including termination). Nick explained how this process may need to be delegated to committee's and boards who may not be interested in assuming this type of oversight, and may not be sufficiently trained to perform these duties. Since

some of the appointing authority assignments rest in the Massachusetts General Laws it may require approval from the Annual Town Meeting (the Town's legislative body) followed by an Act of the State Legislature to assign the Board of Selectmen as the appointing authority for certain positions. Nick explained that labor counsel and town counsel are in the process of reviewing the matter.

**4. Adjournment:**

**MOTION: "Move to adjourn the meeting". (Motion by Miriam Cambo, seconded by Paul Lemieux); Approved 3-0**

The meeting adjourned at 7:00 p.m. The next regular meeting date is Wednesday, September 11, 2019.

Respectfully submitted, Herta Dane, Human Resources Coordinator

Minutes approved on: October 25, 2019