

Human Resources Board

Subject: Minutes of Meeting held on Monday, November 27, 2023

Present: Mark Gleckman, Anthony Antico, John Ferrara, Diane Doyle, Patty Fisher

Excused: Lynne Peabody

Convened: 4:00 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:00 PM. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on October 23, 2023. The motion was made by Patty Fisher and seconded by Anthony Antico. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** Diane Doyle provided the following updates: Chief David Evans was sworn in on November 1st as the new Fire Chief. The Fire Department has hired a full-time Firefighter, Andrea Ball, who will start on November 20, 2023. The following resignations have been tendered: Julie O'Brien, Executive Admin to the Select Board, effective November 30th; Samantha Holt, Conservation Agent, effective November 30th and Erin Thompson, Library Director, effective January 26, 2024. Patty Fisher reported the Police Department is still seeking Part Time Dispatchers and Reserve Police Officers who are Academy Certified.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None – No changes to COVID protocol. All employees appear to be complying with recommended CDC guidelines.
7. **Other Business:**
 - A discussion of the proposed language changes by Town Counsel as it relates to the definition of family in 4 sections of the Personnel Policy resulted in the following: 1. A motion was made by Diane Doyle and seconded by Anthony Antico to accept the definition of "family" for sick leave. The vote was unanimous. 2. A motion was made by John Ferrara and seconded by Diane Doyle to accept the definition of "family" for bereavement. The vote was unanimous. 3. A motion was made by Anthony Antico and seconded by Patty Fisher to accept the language changes for the Domestic Leave Policy as it related to the definition of "family." The Vote was unanimous. 4. A motion was made by Diane Doyle and seconded by Patty Fisher to defer a vote on the definition of "family" for Nepotism. The HR Board would like the definition of family to mirror that for bereavement and be more inclusive. It was recommended that input from Town Counsel be considered.
 - A request was made for the HR Board to consider a modification to the sick time accrual for permanent part time employees. Currently any benefit eligible employee working between 20 and 34 hours earns 5 hours of sick time per month. It was suggested that this could be more in line with a prorated sick time allotment based on hours. A motion was made by Diane Doyle and seconded by Patty Fisher to change the policy for permanent part time employees to receive on day of sick leave per month based on employee's scheduled weekly hours – i.e., an employee who works 32 hours in 4 days per week would receive 8 hours per month sick time. Accordingly, the maximum carryforward will also be calculated to be pro-rated. Vote was unanimous.
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on December 18, 2023 at 4:00 pm in person in the 2nd Floor Hearing Room, 12 Kent Way, Byfield, MA

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01922. (Amended to include a Classification Subcommittee Meeting on December 11, 2023 at 4:00 pm)

9. A motion was made by Diane Doyle and seconded by Anthony Antico to adjourn at 4:50 pm.

Adjourned: Approximately 4:50 PM

Scribe: Diane M. Doyle