

# TOWN OF WEBSTER

## Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectman Appointments

Patricia Nectow

Candace Shivers

Finance Committee Appointments

Sarah Sansom

Joshua Sterczala

Town Moderator Appointments

Elaine Davies

Steven Raymond

Town Administrator

Doug Willardson

## DRAFT MINUTES

### PERSONNEL ADVISORY BOARD

Friday, April 9, 2021

PRESENT: Elaine Davies, Sarah Sansom, Candace Shivers, Patricia Nectow, Doug Willardson

ABSENT: Joshua Sterczala, Steve Raymond

OTHER ATTENDEES: Tim Bell

Elaine Davies, Chairman called the meeting to order at 8:01 AM via Zoom.

#### APPROVAL OF MEETING MINUTES

The Draft PAB Minutes for the meeting of March 5, 2021 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

#### REVIEW OF PERSONNEL POLICIES AND GUIDANCE DOCUMENT RECOMMENDATIONS

Elaine reviewed the document provided by Courtney Tyrrell which provided draft recommendations from the evaluations. There were some minor modifications which will be included in the document to be provided to the Board of Selectman in May.

-Periodic reminders to staff and other town Boards about the existence of the Personnel Policy and the importance of current job descriptions and policies.

-Since the Finance department has begun a pilot program to implement the evaluation process, no changes in the timing of evaluations will be recommended.

-Evaluating the On-Boarding process of the Police and Highway Departments was discussed as a template for all other departments. Doug and Tim have updated the new employee packet which lists where information can be found and what documents are required by HR.

-The goal is to provide a document and policy that is constructive and supportive of all staff.

#### WORK AT HOME POLICY

Doug has developed a new policy for short term individual situations which the Board reviewed. A policy dealing with an emergency like a pandemic is still to be developed. Additions recommended by the committee included:

-Short form listing town equipment being supplied and employee's responsibilities for employee signature

-After 12 weeks accrued time will have to be utilized

#### PERSONNEL POLICY AND GUIDANCE DOCUMENT

Elaine mentioned that changes have been made to the policy based on last month's discussion. Additions still to be made are in the Introductory Section, On-Boarding and Vacation Leave. These will be submitted to Pat who will update the document for our next meeting.

#### NEXT MEETING AND ADJOURNMENT

Elaine will prepare the report to be submitted to the Board of Selectman for review at our next meeting. In addition, there will be a final review of the Personnel Policy and the Work at Home Policy.

The next meeting was scheduled for May 9, 2021 at 8:00 AM and will be held via Zoom.

The meeting was adjourned at 8:53 AM.