

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, March 5, 2021

PRESENT: Elaine Davies, Sarah Sansom, Candace Shivers, Joshua Sterczala, Patricia Nectow, Steven Raymond, Doug Willardson,

OTHER ATTENDEES: Tim Bell

Elaine Davies, Chairman called the meeting to order at 8:00 AM via Zoom.

APPROVAL OF MEETING MINUTES

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

REVIEW OF PERSONNEL POLICIES

The thrust of the meeting was to review the Personnel Policies with an eye to making recommendations to the Board of Selectmen for any changes that might be needed. The recommended changes will be highlighted and italicized for further review. This document will be forwarded to the PAB members prior to the next meeting for further review and finalization.

WORK AT HOME POLICY

During the pandemic many of the town employees were able to work remotely. Going forward there may be circumstances where an employee requests the ability to work from home. Given the complexity of the issue it was felt that a specific policy needed to be added to the Personnel Policy addressing this issue. Elaine identified a "Temporary Telecommunicating Policy from the Town of Upton" and a broader Massachusetts Telecommuting policy which recommends that the potential for telecommuting be identified when job classifications are developed. Work at home is a part of a broader issue of continuity of operations when emergencies occur. Governments often address this through Continuity of Operations and Government policies and plans which the town may want to explore. Elaine will forward to committee members for review at our next meeting.

OTHER NEWS

A new Library Director has been hired. All the candidates complemented the Hiring Committee on the process and policy utilized.

NEXT MEETING AND ADJOURNMENT

Elaine asked each member of the PAB to draft their recommendations for enhancing the implementation of the Personnel Policies and Guidance, as well as any major changes or additions, based on their understanding of the interviews with the Department Heads and discussions following them. These recommendations should be sent to Courtney Tyrrell in the Town Administrator's Office, ctyrrell@webster-ma.gov, by March 26th for her to compile one list which will be utilized for discussion at our next meeting.

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

The meeting was adjourned at 9:32 AM.