

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

PERSONNEL ADVISORY BOARD

Friday, January 8, 2021

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

OTHER ATTENDEES: Chief Mike Shaw, Tim Bell

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

EVALUATION OF THE PERSONNEL POLICIES AND GUIDANCE – POLICE DEPARTMENT

Chief Shaw was thanked for taking the time to talk with the committee.

He commented that the Personnel Policy was implemented in July, 2018. Since that time due to the use of the Collective Bargaining Agreement with the majority of his department, he rarely utilizes the policy. However, it has been useful when implementing the Family Medical Leave Act. The Collective Bargaining Agreement provides for regular evaluation meetings with command staff which are oral and not written. It utilizes a number system which can be confrontational as a low score might indicate needs more training but be interpreted as poor performance.

Disciplinary actions for non-civil service employees follow the path of a hearing by Doug, or hearing officer, the next level is an arbitrator and which could be followed by a legal suit.

The Police Department has a 12 week Field Training Component. The first week, 40 hours, is dedicated to filling out paperwork, review of policy and procedures of the town, and introduction to all department heads. It was suggested that that other departments might be able to benefit from the Police departments successful On Boarding process.

Job descriptions are new and fairly accurate. The Board asked for copies of the police departments Secretary, who is nonunion, and the Maintenance, who is union as well as an organizational chart for the department.

Chief Shaw mentioned that a training program for supervisors, which he and most of his subordinates have attended, is extremely helpful in teaching evaluation and coaching among other topics. The cost however, is \$1,000 for a one week session. Elaine asked for a copy of the table of contents for this management training for potential use by the Board in future guidance.

Doug said that Chief Shaw should be commended for his collaboration with all town departments in many different capacities. A peer support program for all town management should be promoted.

The Board thanked Chief Shaw for all the support he and his officers give to the community.

APPROVAL OF MEETING MINUTES

The Draft PAB Minutes for the meeting of December 11, 2020 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

NEXT MEETING AND ADJOURNMENT

The Board requested that Doug invite several department heads to the February meeting for a Round Table discussion of the Personnel Policy as it exists.

For our next meeting, the Board will review the first section of the Personnel Policy for any changes that might be needed. The goal would be to complete the review process of the entire policy by May which would be followed by a meeting with all departments to encourage knowledge of changes and the personnel process.

Tim and Doug then addressed the issue of utilizing MUNIS, the current general ledger accounting software implemented by the town, for Personnel needs. The HR component of MUNIS includes interviewing, on boarding, and payroll. The cost is \$3 - 5,000 annually. It was mentioned there are some advantages to keeping payroll in house.

The next meeting was scheduled for February 5, 2021 at 8:00AM and will be held via Zoom.

The meeting was ended at 8:50 AM.