

MINUTES OF SELECTMEN'S MEETING OCTOBER 17, 2013

Chairman Walter called the meeting to order at 1 PM in the Town Offices with Mr. Smith also present. Mr. Chabot was not present.

Attorney Michele Randazzo of Kopelman and Paige joined the meeting to discuss proposed job descriptions for town employees that were developed as a result of a regional Human Resources Intermunicipal Agreement.

Mrs. Walter explained that there needs to be a balance established among the members of the Board of Selectmen, and an agreement reached as to the best way to introduce the new job descriptions to the employees.

Ms. Randazzo noted that there are a lot of differing opinions on what constitutes a job description and what information should be included. The sample descriptions that were done through this IMA include a lot of tasks that may not apply to every town. She noted that North Brookfield is a small town with no Human Resources personnel to update the job descriptions, so these samples are a good place to start.

Mr. Smith stated that he believes that any adjustments to job descriptions should be done as part of an employee's yearly evaluation. Mrs. Walter noted that at the manager level goals are set with the Selectmen to be evaluated, which is usually tied to compensation. The Town has not been in a position financially to implement an evaluation process which is tied to compensation.

Attorney Randazzo stated that the essential functions of a job need to be included in a job description, this comes into play when disabilities are involved and the town needs to provide accommodations. We need to differentiate between what are essential and non-essential functions of a job.

Mr. Smith stated that he did not like the format of these job descriptions, in his opinion the essential functions of the job should be reflected under section one. Ms. Randazzo stated that there are lots of opinions on the formatting of job descriptions; Kopelman and Paige has presented general information to be customized by each town.

Mr. Smith stated that there is a difference between responsibilities and tasks.

Mrs. Walter stated that she would like the Selectmen to review the job descriptions of those employees who report to the Board, then send the job descriptions to the employees for feedback, after which the Selectmen will review any comments and suggested changes to determine what should be included.

Ms. Randazzo said that she thinks the department heads should review the job descriptions before they are given to the employees.

Mrs. Walter stated that she knows that there are employees who do more than one job, and maybe they should be receiving additional compensation.

In response to a question from Mr. Smith, there was general discussion regarding elected officials and whether or not they have appointing authority. According to Ms. Randazzo, some elected officials do have the authority to appoint their employees.

Ms. Randazzo stated that the Selectmen need to be careful that job descriptions are not inflated to support evaluations; an employee or supervisor may make the descriptions more "robust" than they actually are. She noted that the Selectmen should make sure to tell the employees that this is a long-term process, and to be sure that the job descriptions and evaluations are not tied together.

Ms. Randazzo also strongly recommended that the Town adopt a personnel by-law.

There being no further business, at 3 PM Mr. Smith moved, and Mrs. Walter seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant