

TOWN OF WINCHESTER



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TOWN CLERK
TOWN OF WINCHESTER

PUBLIC MEETING NOTICE and AGENDA

REMOTE PARTICIPATION
(Due to State of Emergency COVID-19)

Pursuant to MGL Ch. 30A, Sec. 18-25 All meeting notices and agendas must be filed and time stamped by the Town Clerk’s Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays) on www.winchester.us

Board/Committee Name: Personnel Board

Date: April 7, 2021

Time: 7:00 PM

Place: REMOTE PARTICIPATION - Zoom Meeting

Human Resources is inviting you to a scheduled Zoom meeting.

Topic: Personnel Board Meeting

Time: Apr 7, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82391377955?pwd=OUpXZUNwL11ESTZkVUY3MGILdUdodz09>

Meeting ID: 823 9137 7955

Passcode: 226759

One tap mobile

+13126266799,,82391377955#,,,,*226759# US (Chicago)

+16465588656,,82391377955#,,,,*226759# US (New York)

Dial by your location

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+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 823 9137 7955

Passcode: 226759

Find your local number: <https://us02web.zoom.us/j/knUxyq69f>

Submitted by: Michelle A. Vibert

Email: mvibert@winchester.us

Agenda

1. Call meeting to order

2. Review and approve minutes from:

- March 31, 2021

3. Review and Discuss:

- a. Addition of multiple positions on Schedule 6 – R Schedule (Recreation)
- b. Non-union proposal (COLA, Sick Leave Buy-back, and Additional Step)
- c. Reclassification of Assistant Town Clerk - Town Clerk's Office
- d. Reclassification of Nurse Manager - Health Department
- e. Reclassification of Payroll/Benefits Coordinator - Comptroller's Office (PT-12)
- f. Reclassification of Accounts Payable Supervisor - Comptroller's Office (PT-10)
- g. Establishment of new position: Accounting Specialist (Schedule 3 PT) - Comptroller's Office
- h. Personnel Policy Guide Changes

4. Vote to Approve:

a. Elimination of multiple positions on Schedule 6 – R Schedule Recreation:

- Peer Leader I (R-2)
- Peer Leader II (R-3)
- Instructor WSI (R-4)
- Head Guard (R-4)
- Program Director (R-4)
- Seasonal Supervisor (R-5)
- Head WSI (R-5)

b. Reclassification of multiple positions on Schedule 6 – R Schedule Recreation:

- Instructor (R-3) to Program Instructor I (R-12) and Program Instructor II (R-13)
- Counselor (R-3 to R-4)
- Lifeguard (R-3 to R-5)
- Coordinator (R-4 to R-5)
- Specialty Camp Director (R-8 to R-9)
- Assistant Beach Director I (R-8 to R-9)
- Assistant Camp/Summer Adventures Director (R-8 to R-9)
- Beach Director (R-9 to R-10)

c. Reclassification of one position on Schedule 5 Miscellaneous Positions:

- Tennis Court Maintenance Supervisor (From Schedule 5 Miscellaneous Positions to R-11 on Schedule 6 R-Schedule Recreation)

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d. Title change of multiple positions on Schedule 6 R-Schedule Recreation:

- Pre-School/After School Assistant Teacher to Pre-School Assistant Teacher (R-8)
- Pre-School/After School Lead Teacher to Pre-School Lead Teacher (R-9)
- Camp Specialist to Camp/Summer Adventures Specialist (R-7)
- Camp Director to Summer Adventures/Camp Director (R-10)

e. Addition of multiple positions on Schedule 6 R-Schedule Recreation:

- Gate Attendant (R-3)
- Summer Maintenance Assistant (R-3)
- After School Group Leader I (R-8)
- After School Group Leader II (R-9)
- After School Licensed Program Director (R-11)
- Program Instructor I (R-12)
- Program Instructor II (R-13)

f. Non-union proposal (COLA, Sick Leave Buy-back, and Additional Step)

g. Reclassification of Assistant Town Clerk:

(Schedule 3 PT-11 to Schedule 4 Management Grade D) - Town Clerk's Office

h. Reclassification of Nurse Manager - Health Department:

(Schedule 4 Management Grade E to Schedule 3 PT-15)

i. Reclassification of Payroll/Benefits Coordinator - Comptroller's Office (PT-12 to PT-14)

j. Reclassification of Accounts Payable Supervisor - Comptroller's Office (PT-10 to PT-11)

k. Establishment of new position: Accounting Specialist on Schedule 3 PT - Comptroller's Office

l. Personnel Policy Guide Changes

5. Other Matters

6. Next Meeting

7. Adjournment

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