

Warrant Article Questionnaire Non-Standard Town Agency Articles

Article # 16	Date Form Completed: 8/31/2021
Article Title: Amend Bylaws: Personnel Bylaw Amendments	
Sponsor Name: Town Administrator	Email: jerrickson@natickma.org

Question	Question
1	Provide the article motion exactly as it will appear in the Finance Committee Recommendation Book and presented to Town Meeting for action.
Response	See attached Motions
2	At a summary level and very clearly, what is the proposed purpose and objective of this Warrant Article and the accompanying Motion?
Response	<p>Motion A will add Juneteenth to the list of holidays observed in Town, per state and federal law. It will also add "Indigenous People's Day" to the already observed "Columbus Day" to be consistent with general practice within Town and numerous Town CBAs.</p> <p>Motion B seeks to update the manner in which vacation time is managed with non-union town employees to 1) allow for better utilization of vacation time over the course of a given year, 2) reduce the financial liability of significant vacation time being carried over from year to year, and 3) be more consistent with how vacation time is handled in several of the Town's CBAs.</p>
3	Has this article or one of a very similar scope and substance been on a previous Warrant Article and what have been the actions taken by the Finance Committee, other Boards or Committees and Town Meeting?
Response	No – this the first time this type of article has been before Town Meeting.
4	Why is it required for the Town of Natick and for the Town Agency sponsor(s)?
Response	<p>Motion A is required to ensure the Town is compliant with state law regarding the observation of Juneteenth holiday.</p> <p>Motion B is desired to ensure Town Administration can effectively manage the distribution and use of vacation time to its employees in a consistent manner.</p>

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5	Does this article require funding, how much, from what source of funds and under whose authority will the appropriation be managed and spent?
Response	This article requires no funding.
6	Does this article act in any way in concert with, in support of, or to extend any prior action of Natick Town Meeting, Massachusetts General Laws or CMR's or other such legislation or actions? Does this article seek to amend, rescind or otherwise change any prior action of Natick Town Meeting?
Response	This article follows Mass General Laws governing the Juneteenth holiday observance. This town seeks to amend Article 24, Section 7 of the Town Bylaws, which were adopted by Natick Town Meeting.
7	How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive Master Plan, and community values as well as relevant state laws and regulations?
Response	Yes, the proposed motion is an amendment to Article 24, Section 7 (the personnel section) of the Town's General Bylaws, and is consistent with state laws and regulations.
8	Who are the critical participants in executing the effort envisioned by the article motion?
Response	Town Administration, with support from the Personnel Board (who voted to support the article at their meeting on August 3 rd), as well as the Town's human resources department.
9	What steps and communication has the sponsor attempted to assure that: <ul style="list-style-type: none"> ● Interested parties were notified in a timely way and had a chance to participate in the process ● Appropriate Town Boards & Committees were consulted ● Required public hearings were held
Response	This article was review and supported by the Personnel Board of the Town, as well as the Select Board.

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	<p>The impetus for this article came to the attention of Town Administration over the course of the Winter/Spring 2021, where the challenges of administering the use of vacation with non-union personnel within a given fiscal year was identified as a challenge by Department Heads. The proposed approach to managing and administering vacation time was drafted and shared with non-union personnel, with the understanding that Town Meeting action was needed at the 2021 Fall Annual Town Meeting.</p> <p>Note: The current bylaw notes that vacation is accrued monthly throughout the fiscal year, to be expended by the end of the fiscal year. An employee can only use time accrued, thereby leading to the practice of nearly all employees seeking approval from the Town Administrator to carry over (in some cases) several weeks of vacation time into the new fiscal year for use during the summer months (which are the beginning months of the fiscal year). This effectively limits the ability for employees to plan and use all of their vacation time over the course of a given fiscal year year, which is encouraged by Town Administration to ensure a highly engaged, rested, and supported workforce. The proposed amendment provides for the vacation time to be accessible at the beginning of the fiscal year, with the understanding that accruals will still be calculated over the course of the fiscal year for new hires or those leaving town employment. Further, the Bylaw limits the amount of time that can be carried over from one year to the next to one week.</p>
10	Since submitting the article have you identified issues that weren't initially considered in the development of the proposal?
Response	No.
11	If this Warrant Article is not approved by Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences?
Response	<p>For Motion A, the Town will still need to observe the Juneteenth holiday – but the observance could potentially be left to interpretation of state law.</p> <p>For Motion B, the Town will continue to distribute vacation time to non-union personnel as is currently outlined in the bylaws.</p>