PERSONNEL BOARD MEETING MINUTES

January 13, 2020 9:00 AM

Room 103

Present: Anita Harding, Joe Knox, William Schmidt, Nina Nazarian, Jeanne Sill
Absent: Gary Wilson, Elizabeth Tretiak
Non-members: Ann Essman,

Anita opened the meeting at 9:20

Minutes – Motion to accept the minutes for December 20, 2019 by Jeanne, seconded by William. All members voted unanimously-Aye

Classification + Compensation Study: Kick-off Conference Call

Video conferencing opened with Joellen Cademartori’s introduction to the Board. Ann passed out 3 forms for the Board’s review:

1. Letter to Town Employees
2. Timeline of the Study
3. Criteria to Determine Survey Comparables

The Board’s objective was to pick the towns for the survey comparables. Joellen stated GovHR prefers to send out 16 – 20 surveys. GovHR will work diligently to obtain a minimum of 10 responses. The Board agreed to choose the Top Comparable Communities (Total Comparability Score of 85 or Higher). This list has a total of 20 towns.

Anita questioned if all employees would complete and submit the Job Analysis Questionnaires (JAQs). Joellen said yes, all employees will receive:

1. Current job descriptions
2. Complete a Job Factor Analysis

These factors are what the employee perceives, these will be passed on to supervisors for comments, with GovHR presenting their findings from a combination of both.

Discussion about setting up meeting times during the week of February 10 when GovHR will be in town:

1. February 12 at 9:00AM with Personnel Board
2. Later in the same day, 2 Employee Kick-Off meetings will be held and Ann will set up the times for these.
Motion was made by Bill to select the Top Comparable Communities (Total Comparability Score of 85% or Higher), starting with the Town of Tyngsboro and ending with Acton for a total of 20 communities and Nina seconded.

All four members voted unanimously-Aye (Note: Joe Knox left the meeting before vote, but was in agreement with the Board’s Choice)

Working Out of Class

Nina provided history of employees taking on responsibilities of a vacated higher position during a 4 month period. Discussion revolved around compensation to employees not labeled as Interim.

The Board agreed for positions labeled as Interim, they would receive a minimum of 5% and not more than 7.5% increase in the vacated position Grade. Employees “working out of class” would receive a minimum of 2.5% increase in their Grade.

Nina motioned the Board vote to authorize a one step increase to be paid to the Assistant Zoning Officer/Coordinator and the Administrative Assistant for “working out of class” for the period of September 4, 2019 to January 12, 2020. William seconded.

All four members voted unanimously-Aye

Discussion on Potential By-Law Changes

Ann presented a list for future consideration:

1. Merit
2. Working from home
3. Vacation time
4. Tuition Reimbursement

The Board decided to address and ask advice from GovHR during the Compensation and Classification Study.

Member Input-None

Public Input-None

Next Meeting – February 12, 2020, 9:00AM, Room 103

Adjourn – Motion to adjourn at 11:00 AM made by Jeanne and seconded by Nina.

All members voted unanimously-Aye

Documents used: GovHR Timeline, GovHR Letter to Employees, GovHR-Town Comparables

Submitted by Jeanne Sill, Clerk