

PERSONNEL BOARD, TOWN OF STERLING
MINUTES OF MEETING

January 5, 2015
BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER:** The meeting was called to order at 6:30 PM by Chairman Jed Lindholm.
2. **ROLL CALL:** Present were Board members Weymouth Whitney, Karen Gaylord, Dave Shapiro, Jed Lindholm and Bruce Baker and HR Administrator Don Jacobs.
3. **OFFICIALS ATTENDING:** Board of Selectmen Chairman Brian Patacchiola, Town Clerk Dawn Michanowicz, Health Agent David Favreau.
4. **PUBLIC ATTENDING:**
5. **APPROVAL OF MINUTES:** Minutes of the December 10, 2014 and December 16, 2014 meetings were approved unanimously on a motion by Weymouth Whitney seconded by Karen Gaylord.
6. **REPORT OF THE HR ADMINSTRATOR.**
 - a. A meeting to discuss the latest draft of the Employees Handbook with appointing authorities and get their input is scheduled for January 20, 2015, with January 22 as an alternate date. Following that, the Board is scheduled to review the Handbook with the Board of Selectmen on January 28. The Board of Selectmen expects to vote on acceptance of the Handbook on February 11.
 - b. The \$5000 appropriated for training in the Board's 2015 budget does not appear as an item in the budget. This will be discussed with the Finance Committee at a meeting later this week.
7. **PROPOSED 2016 PERSONNEL BYLAW.** A listing (Attached) of proposed changes to the bylaw was distributed and discussed. Wages of election workers and special police officers are below the new state minimum wage law approved by voters in November. A motion was made by Weymouth Whitney and seconded by Karen Gaylord to increase the pay rates of employees listed in Attachment G: Per Diem Positions from \$8.25 per hour up to the new minimum wage law. See attachment for details.
8. **NON-UNION COMPENSATION PLAN.** A description of the employee recognition plan has been sent to department heads for their review and input. It includes recommended nomination forms. Brian Patacchiola, speaking as a member of the public and not a Selectman, recommended caution in moving forward with the plan because of concerns expressed by some employees that it singles out individuals or groups of employees and could create morale problems.
9. **HR ADMINISTRATOR GOALS AND OBJECTIVES.** The Board reviewed the HR Administrator's FY 2015 Goals and Objectives, noting the status of each. Many have been completed or are on

track. The Board agreed that priority for the remaining six months should focus on as follows: #3, Employee Handbook; #7, Customer Satisfaction/Communications System; #8, Review of Health Insurance Program.

10. NEXT BOARD MEETING. Next meeting is January 20 or 22 to review the Employee Handbook with appointing authorities. Next regularly meeting is scheduled for February 2, 2015.

11. ADJOURNMENT. The meeting adjourned at 8:11 PM.

Respectfully submitted

Bruce Baker, Clerk

ATTACHMENT

FY 2016 PERSONNEL BYLAW PROPOSED CHANGES EFFECTIVE JULY 1, 2015

The following is a description of the proposed changes to the current FY 2015 Personnel Bylaw consistent with the purpose of the Personnel Bylaw to contain provisions that describe wage, classification and benefits for all Non-Union employees which may be accrued over time such as salary compensation, vacation days, sick days, holidays etc.

Section 1: Authorization: delete “personnel” and insert “wages and benefits” to accurately reflect the purpose of the Personnel Bylaw. Insert a sentence stating that the Town has established an Employee Personnel Handbook that describes personnel issues relating to the working conditions for non-union and where applicable union employees.

Section 3: Definitions: add the following definition consistent with Employee categories:

Stipend: “A set level of compensation for special duties or licenses for which an employee performs or possesses that are required of the employee. Stipends are included in total compensation for tax reporting and retirement purposes.”

Section 4: Classification Plan

C. Employee Categories: add “Stipend and “Per Diem” categories

Section 5: Compensation Plan

C. Pay Rate for New Personnel: Remove reference to step 3 (town compensation plan no longer has steps) and insert “mid-point” to define the hiring

range between the minimum and mid-point of a salary range. Insert “Appointing Authority” in place of immediate supervisor.

E. Call Back Pay: Insert the following consistent with current practice:

“ When a non-exempt employee is requested to return to work after completing his/her normal day’s work and left their p[lace of employment, and before the next regularly scheduled starting time, the employee will be paid at the rate of time and one-half (1 ½) their regular base hourly rate of pay for the hours worked while on recall, provided that the employee shall be entitled to a minimum of two (2) hours pay at time and one-half (1 ½).

Section 6: A. Insert “Per Diem and “Stipend” as employee categories that are not eligible for benefits.

G. Compensated Absences (Personal Leave): Insert the benefit allowing employees up to three (3) personal leave days per year. This benefit was inadvertently deleted from the Personnel Bylaw last year and reflects no changes in benefits.

ATTACHMENTS

Attachments A and C; There is no change proposed to the classification and compensation of non-union positions (Attachment A and C) as the current classification and compensation plan is accurate and is competitive with the market place.

Attachments B and D: There are no changes proposed this time to Attachment B and Attachment D until the new DPW, Fire and Clerical union contracts have not been negotiated. In accordance with a new collective bargaining contract with the Dispatcher’s Union, the Dispatcher and Head Dispatcher positions have been removed from the Personnel Bylaw.

Attachment E: Call Force There is no change proposed at this time as the current salary range is competitive with the market place.

Attachment F: Stipend Positions: Adjust the Veteran’s Agent stipend from \$3,900 to \$4,200. This change is necessary to be consistent with the current operating budget.

Attachment G: Per Diem Positions: The following changes are recommended:

1. **Insert: “Property Lister” \$15.11.** This is an existing position that was inadvertently left out of the previous Personnel Bylaw.
2. **Van Driver: Adjust rate of pay from \$9.46 to \$13.18.** This change is consistent with the current minimum pay of a regular COA Van Driver.
3. **Bring the following hourly rates of pay of \$8.25 up to the new Federal minimum wage law:**
 1. Special Police Officer: \$9.00 to \$9.60
 2. Election Worker: \$9.00 to \$14.00
 3. Register of Voters: \$9.00 to \$14.00
 4. Assistant Register: \$9.00 to \$14.00
 5. Season Recreation Assistant: \$9.00 to \$14.00

6. Election Officers: \$9.00 to \$14.00
7. Registrar of Voters: \$9.00 to \$14.00
8. Constable: \$10.00 to \$14.00