

**TOWN OF DUXBURY, MASSACHUSETTS
PERSONNEL BOARD MINUTES**

January 30th, 2013

Old Town Hall
7:00 p.m.

Present: Wayne Heward, Chairman
Liz Hartford
Anita Stiles
Karen Butcher
Rob Molla
Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex Officio

The meeting was called to order at 7:10 pm.

The meeting began with the review of the draft Personnel Plan compensation and classification results. \$49,000.00 dollars out of the total \$95,000.00 increase to the budget is the result of the compensation benchmarking study and subsequent merit and salary adjustments which will encompass employees governed under the Personnel Plan. Jeannie Horne, Human Resources Director, explained how various additional funding would decrease the amount needed to implement these adjustments, ie; Enterprise fund, COA grant funded positions. She also explained how the Benchmarking Compensation Study impacted our internal salaries and created new ranges to accommodate employees whose salary fell outside of range.

Internal equity was also focused on as a result of this study. Jeannie stated that market data points allowed her to better position employees in salary ranges. She stated historically the town had adjusted salaries on a case by case basis yearly at the time of performance review.

Salary Administration Guidelines reviewed. Committee suggested eliminating the 'Midpoint' reference in the salary guideline chart, but the committee agreed to keep the Min/Max components. The group agreed that it was important to pay attention to 'Years of Service'. Additional unanimous suggestions to insert the words 'current' anytime the plan refers to 'range' and eliminate the 'competitive range' language.

FSLA Exempt / Non Exempt status within the Compensation Schedule discussed in regards to how each grade is categorized. Committee determined that you can have Exempt and Non Exempt status within each grade. Each grade was discussed and any adjustments were explained in detail by Jeannie.

Merit increases based on performance vs. time in position was discussed. It was noted that the required 1560 number of hours to receive a performance review was eliminated from FY13 Personnel Plan.

Discussion about the Personnel Plan's Public Safety positions outside civil service and collective bargaining. Committee suggested changes to the language and Jeannie stated she would review with Labor Counsel and report back to the committee at next meeting.

Compensatory Time was discussed. Committee suggested maintaining the statement that compensation time is not available to exempt employees and eliminate the remaining sentences. Jeannie will refer to Labor Council and update the Committee.

'Skeleton Day' is now mentioned under Holiday section, prior years Personnel Plans did not.

Double time for holidays worked by Reserve Police was inserted. Prior years it was not.

Recruiting Update:

- Recruiting – Town Manager (Employment Contract/Personnel Plan internal and external), Children's Librarian (CBA/internal), [Seasonal Helper](#) in Treasurer/Collector Office (Personnel Plan/internal and external), [Reserve Public Safety Dispatcher](#) Office (Personnel Plan/internal and external)
- New Hires: Deputy Police Chief (Personnel Plan/ external), Assistant Collector (CBU/external), Municipal Services Department Assistant (Part-time/CBU/ external), COA Respite Assistant (Part-time/Personnel Plan/ external), COA Program Assistant Finance COA Respite Assistant (Part-time/Personnel Plan/ external)
- Promotions and Transfers – Library Associate Circulation Department (CBU/internal)
- Voluntary Terminations – Library Associate Circulation Department

Per changes to the Open Meeting Law, effective 7/1/10, "A listing of topics that the chair reasonably anticipates will be discussed at the meeting" are to be listed on the agenda.

The meeting was adjourned at 9:00 pm. The next meeting is scheduled for Thursday February 28th, 2012
Approved: 2.28.13

Marianne Gonsalves – HR Administrative Assistant