

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

February 28th, 2013

Old Town Hall
7:00 p.m.

Present: Wayne Heward, Chairman
Anita Stiles
Karen Butcher
Stephen Shay
Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex Officio

Chairman Wayne Heward called the meeting to order at 7:00pm.

Steven Shay was introduced to the group as an impending member of the committee. Steve is awaiting official confirmation from Town Moderator and then will be sworn in as a Personnel Board member.

Jeannie Horne, HR Director began the meeting with an update of the 'Compensatory Time' provision of the Personnel Plan. She stated that new wording was added to reflect the need for compensatory time during extraordinary circumstances, pointing out that the Blizzard of 2013 was a perfect example of such circumstances. She reviewed the proposed process whereby the Town Manager, after receiving justification from the department head would authorize compensatory time to employees, which would need to be used within 30 calendar days.

Jeannie also reviewed revisions to the compensation and classification data since last meeting. One proposed change would place employees moving to a new grade classification into the salary range that reflects years of service rather time in new grade classification, per request of the Town Manager. Jeannie distributed a handout to committee members reflecting such revisions and reviewed in detail specific positions affected by the change. A committee member voiced concerns about employees requesting similar handling when they opt for a different position. Jeannie stated that impacted employees identified were moved to similar grades with similar levels of responsibility, so she felt that the upgrades were unique and would not apply to general job changes. Due in part to these changes, the new budget request would be 135 instead of 95 thousand.

The Committee supported the reasoning behind these revisions unanimously stating that making changes now as opposed to upgrading these employees in 2% increments at merit time for the next five years would not be the best way to go. Jeannie stated that the Town Manager felt the same and acknowledged that he didn't want these employees to wait fearing he may lose them as valued employees. In addition a new compensation classification study would not occur for another five years. Committee members emphasized careful wording when messaging these changes to employees affected by these revisions.

The merit review process was then discussed. Jeannie explained that each employee moves through the merit process each year and based on performance could receive up to a maximum of a 2% increase. A committee member asked what happens if an employee isn't performing. Jeannie stated that the employee would receive a smaller % of merit increase. Jeannie also stated that if any employee believes that his/her salary should be considerably higher, HR and Town Manager will review, research and decide if an increase is warranted. Jeannie reviewed a recent situation that resulted in findings that didn't support an increase.

Chairman asked if there were any grade changes that didn't result in an increase. Jeannie referred to the handouts in order to highlight changes that reflected upgrades but no increase in pay. Discussion continued on the budget increase 'ask', this year vs. last year. Jeannie stated that the request has increased this year due to the comp and classification study. She emphasized that this budget request includes the 2% merit increase for employees.

FinCom meeting scheduled was discussed. Chairman Wayne Heward stated he would try to be there with Jeannie and all the committee members were welcome to attend. The committee unanimously agreed that FinCom needs to realize that the request increase to budget was due to the comp and classification study and changes that resulted from the study.

Recruiting Update:

- 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)

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 8:13 pm. The next meeting is scheduled for Monday, April 29th, 2013.
Approved: 6.17.13

Marianne Gonsalves – HR Administrative Assistant