

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

TOWN CLERK

14 SEP 25 AM 8:39

August 14, 2014
DUXBURY, MASS.

Old Town Hall
7:00 PM

Present:

Wayne Heward, Chairperson
Anita Stiles
Karen Butcher
Jeannie Horne, Ex Officio

Absent:

Liz Hartford
Steve Shay
Marianne Gonsalves, Ex Officio

Guest Speakers:

Gordon Cushing, Recreation Director

The meeting was called to order at 7:07 PM

Wayne Heward motioned to open the meeting. Anita Stiles seconded the motion. All in favor 3:0.

Acceptance of meeting minutes: Wayne Heward made a motion to accept the April 30, 2014 meeting minutes. All in favor 3:0. No quorum present at this meeting to accept the June 16, 2014 meeting minutes. Vote to accept June 16, 2014 meeting minutes will be postponed until next meeting. All in favor 3:0.

Jeannie Horne read the following relevant FY 15 Personnel Plan language found on page 27;

"Individuals who at the start of the fiscal year are at the maximum of the salary range are no longer eligible for base salary increase, but may be considered for a one time lump sum payment of up to \$1,500 at the discretion of the Town Manager based upon performance evaluation. (Lump sum payment shall not be considered an increase in the base salary.)"

The Gordon Cushing addressed the Board, explaining that there has been good improvement to the compensation plan, but the current language appears to 'hold back' long term employees who are performing well in their jobs. Further, Mr. Cushing inquired about the frequency of the \$1,500 payment and asked; Is the payment intended to be one time per year, or one time per career? He stated that either way, it seems that the result is to end merit based pay. He asked the Board if that was an oversight, or if it was the intention of the Town, which is contrary to the 'pay for performance' review system that has been adopted for all other Personnel Plan employees, including 'seasonals'. Mr. Cushing explained that he was concerned that the current language prevents the \$1,500 payment from being included in base salary, making the payment non-pensionable. Mr. Cushing said he has great faith in the Board, and is thankful for the work they has done over the years. He wanted to simply bring these issues forward, explain the impact, and let the Board take things from here.

Wayne Heward responded by telling Mr. Cushing, per the Personnel Plan, the salary ranges would be reviewed at least every 5 years, and the ranges have been increased by 3% in the past. Mr. Heward explained that we typically look at salary data from our competitive set in relation to these efforts, and we are seeking a solution in the near term. The Board then discussed years of service and various methods for acknowledging and valuing service beyond 20 years. To that end the Board asked Jeannie Horne to examine the cost of removing the 'ceiling' on the Salary Administration Guidelines for 15-20 years in position. The Board plans to revisit these issues at their next meeting.

Jeannie Horne informed the Board that, upon further examination, the Deputy Police and Fire Chiefs were upgraded from grade 9 to grade 10, the Director of Assessing received an adjustment, and the DPW Office Manager grade and compensation remained unchanged.

The Board briefly discussed overall valuation of years of service in position vs. department, concerns relative to salary compression and salary range maximum issues using the data from "MMPA Salary Range Questions" dated 05.20.14, as well as revisiting a compensation study conducted by the Collins Center.

Jeannie Horne provided a staffing update

New Business – None

Meeting adjourned 9:05 PM

Documents reviewed:

1. Personnel Board Meeting Agenda dated 08.04.14
2. Personnel Board Meeting Minutes dated 04.30.14
3. MMPA Salary Range Questions dated 05.20.14
4. Staffing update

Next meeting is scheduled for 09.22.14

Jeannie Horne - Human Resources Director

Submitted: 09.22.14

Approved: 09.22.14