

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

TOWN CLERK

14 NOV 13 AM 8:06

DUXBURY, MASS.  
October 20, 2014

Old Town Hall  
7:00 PM

**Present:**

Wayne Heward, Chairperson  
Liz Hartford  
Steve Shay  
Jeannie Horne, Ex Officio

**Absent:**

Anita Stiles  
Karen Butcher  
Marianne Gonsalves, Ex Officio

**Guest Speakers:**

Trudy Lavin, DPW Office Manager

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

Chair Wayne Heward motioned to open meeting. Liz Hartford seconded the motion. All in favor 3:0.

Acceptance of meeting minutes: Wayne Heward made a motion to accept the September 22, 2014 meeting minutes. Steve Shay seconded the motion. All in favor 3:0.

Wayne Heward reviewed Trudy Lavin's Personnel Plan Step 3 Grievance, at pursuant to Part 1, Section 14 of the current Personnel Plan and indicated that she is seeking two items of remedy:

- 1) moving the DPW Office Manager compensation to the mid-point of the grade six
- 2) reclassifying the position of DPW Office Manager to grade seven from a grade six

Mr. Heward indicated that the grievant has not presented a strong case for reclassification of the DPW Office Manager position to grade seven. Ms. Lavin then described her role as a previous clerical union negotiator and her involvement in the related clerical unit job description effort, stating that the DPW Office Manager position she held previously in the Clerical bargaining unit had 55 essential job functions. Ms. Lavin explained that fifteen to twenty of those functions were transitions to the non-union DPW Office Manager job description in the fall of 2013. Ms. Lavin stated that no additional pay was provided or promised at that time. Ms. Lavin stated that she has done the DPW Office Manager job since at least 2007 and been responsible for preparing the DPW Department's \$5.7 million dollar budget, payroll, and provided supervision to employees. When Ms. Lavin was appointed to the role officially and began salary negotiations with the Town Manager, she was aware that other employees had received significant increases when they were promoted to other Personnel Plan position with in the DPW organization. Ms. Lavin explained that she did not feel that the Town Manager gave full consideration to his promise to examine the compensation for the position after she accepted the appointment.

Mr. Heward reminded Ms. Lavin that her supervisor, the DPW director did agree that the position of DPW Office Manager is placed correctly in grade six based on the job duties. Jeannie Horne, further explained that a large part of the DPW Office Manager role, Town wide land line phone service, has been reassigned to the IT Director, as such a large portion of the job no longer remains.

Mr. Heward then stated that the issue seems to be compensation related, not grade related. So the grievance requesting reclassification from a grade six to grade seven is denied for the position of DPW Office Manager. Mr. Heward went on the address the remaining remedy moving the compensation to the mid-point of grade six. He explained that the Personnel Board is limited in what they can do. He explained that the Personnel Plan's section 10 describes the hiring of new employees, but it does not address the transfer or promotion of existing employees.

Ms. Lavin then distributed a document illustrating the grade, years of service in position, rate range amount paid below the maximum. Mr. Shay stated that it appears that the compensation strategy is not always applied in a hard and fast manner. Mr. Heward moved to table the discussion regarding DPW Office Manager compensation until the next meeting so we can analyze the data we have. Seconded Mr. Shay. All in favor 3.0.

Ms. Horne stated that we are waiting for the Collins Center Compensation Study Scope and hope to have it to review at our next meeting.

The Board then reviewed the review recommended FY16 Personnel Plan changes including employee years of service in position, department, and town, and how little these anticipated changes will impact the Town's pension assessment.

Ms. Horne also reviewed the IRS Publication 15 regarding payout of supplemental wages, per the previous request of the Board.

Meeting adjourned 9:30 pm.

Documents reviewed:

1. Personnel Board Meeting Agenda dated 10.20.14
2. Personnel Board Meeting Minutes dated 9.22.14
3. Personnel Plan Grievance, at step 3 pursuant to Part 1, Section 14

Next meeting is scheduled for 11.10.14

Jeannie Horne - Human Resources Director

Submitted: 11.10.14

Approved: 11.10.14

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