

PERSONNEL BOARD
MINUTES
Monday, April 11, 2016

A meeting of the Personnel Board was held in the Administration Building, 22 Monument Avenue, 2nd Floor Conference Room on Monday, April 11, 2016.

Attendance – Chair, Jennifer Buras, Members Maureen Thomsen & Peter McCarriston & Nancy Lord, Human Resources Director.

The meeting was called to order at 8:37 am.

Votes of the Board

- *Salary & Classification Plan* – A new grade was added to the Classification Plan. There had been discussion at the previous Board meeting that two of the positions; Assistant Library Director and Assistant Town Engineer should not be in the current Grade III Classification. It was discussed that these two positions have a greater level of responsibility and require a higher level of qualifications/education than the other positions contained in Grade III. Additionally, these positions have considerably larger departments and a greater supervisory responsibility. The Board voted unanimously on a motion made by Peter McCarriston and seconded by Maureen Thomsen to approve the Salary and Classification Plan as amended. See attached.
- Meeting Minutes- the Board voted on a motion made by Maureen Thomsen and seconded by Jennifer Buras to approve the meeting minutes of 3/16/16.
- *Article III Language Change* –The Board voted on a motion made by Maureen Thomsen and seconded by Jennifer Buras to approve the language change to Article III “Hours of Work”. See attached language.

Adjournment

- The Board voted unanimously on a motion made by Maureen Thomsen and seconded by Jennifer Buras to adjourn the meeting at 9:11 am.

Respectfully submitted,


Nancy A. Lord

Clerk

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APPENDIX A
TOWN OF SWAMPSCOTT
POSITION CLASSIFICATION PLAN
FOR EMPLOYEES

Grade VI

Director of Public Works

Grade V

Assistant Assessor

COA Director

Director of Community Development

Human Resources Director

Inspector of Buildings

Library Director

Public Health Director

Recreation Director

Town Accountant

Town Clerk

Treasurer/Collector

Director of Information & Technology

Director of Facilities Management

Grade IV

Assistant Engineer

Assistant Library Director

Grade III

Assistant Town Accountant

Administrative Assistant to the Town Administrator

Assistant Treasurer/Collector

Assistant Council on Aging Director

Grade II

Benefits Coordinator

Facilities Coordinator

Local Building Inspector

Outreach Worker

Public Health Nurse

Grade I

Administrative Assistant

Data Entry Clerk

Program Coordinator

Van Driver

Grade S

Animal Control Officer
Appeals Board Secretary
Assistant Electrical Inspector
Assistant Plumbing Inspector
Conservation Commission Secretary
Emergency Management Director
Finance Committee Secretary
Harbormaster
Municipal Hearing Officer
Parking Clerk
Planning Board Secretary
Plumbing/Gas Inspector
Veteran's Agent
Wiring Inspector

Grade H

Temporary Seasonal (professional)
Temporary Seasonal (non-professional)

APPENDIX B
Town of Swampscott
SALARY CLASSIFICATION PLAN FOR EMPLOYEES
As of July 1, 2016

<u>Grade</u> V-I (Salaried)	Min	Mid	Max
VI	\$74,623	\$93,279	\$119,396
V	\$56,736	\$70,920	\$100,422
IV	\$50,680	\$63,350	\$86,156
III	\$38,738	\$48,423	\$63,918
II	\$35,232	\$44,040	\$56,372
I	\$31,311	\$39,139	\$50,098

<u>Grade</u> S (Stipend)	Annual Compensation
Animal Control Officer	\$16,235
Appeals Board Secretary	\$2,187
Assistant Electrical Inspector	\$1,263
Assistant Plumbing Inspector	\$1,263
Conservation Commission Secretary	\$ 500
Emergency Management Director	\$1,105
Finance Committee Secretary	\$2,520
Harbormaster	\$7,983
Municipal Hearing Officer	\$2,500
Parking Clerk	\$1,739
Planning Board Secretary	\$2,187
Plumbing/Gas Inspector	\$25,223
Veteran's Agent	\$11,094
Wiring Inspector	\$24,212

<u>Grade</u> H (Hourly)	Min	Mid	Max
Temporary/Seasonal/Part-Time Non-Professional-no certifications or special training required to perform the functions of the position (i.e. Library Pages, Recreation summer hires, DPW summer Laborers, Other)	\$8.00	\$10.00	\$12.00

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Temporary/Seasonal/Part-Time Professional-certifications and/or special training may be required to perform the functions of the position (i.e. Police Reserves/Special Police Sailing Director, Head Lifeguards, Other)	\$10.00	\$20.00	\$30.00
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**The Town Administrator/BOS maintain the discretion to hire new employees and/or retain current employees below the minimum salary classification for any grade.

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**ARTICLE III
HOURS OF WORK, OVERTIME AND COMPENSATORY TIME**

Section 1. The normal workweek for employees shall be thirty-four hours (34), commensurate with the normal operating hours of Town Hall with the exception of the Director of Public Works and the Assistant Engineer who work forty (40) hours per week commensurate with the normal workweek of the Department of Public Works laborers' union. One (1) hour is granted as unpaid lunch per day, except Friday.

Any regular work schedules at variance with the normal schedule for Town Hall hours will require prior approval by the Town Administrator.

Section 1. The normal workweek for all employees shall be thirty-four hours (34), commensurate with the normal operating hours of Town Hall with the exception of those listed below. One (1) hour is granted as unpaid lunch per day, except Friday. The Director of Public Works and the Assistant Engineer will follow the normal workweek of the Department of Public Works laborers' union; Monday through Friday from 7:00 am until 3:30 pm with a half (½) hour unpaid lunch. The Director of Facilities Management will work Monday through Friday from 7:30 am until 4:00 pm with a half (½) hour unpaid lunch.

Any regular work schedules at variance with the normal schedule for Town Hall hours will require prior approval by the Town Administrator.

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