



# Personnel Board

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Article 4:  
Amend the Personnel Plan,  
Including the Classification &  
Compensation Schedule

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# Requests Two “Yes” Votes

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- Vote 1 – Amends the Personnel Plan, including Classification and Compensation Schedule.
- Vote 2 – Provides 2.9% across-the-board wage adjustment for FY2024.

# Vote 1


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Includes four items:

“a”, “b”, “c”, and “d”

# Item “a”

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- Will create one new part-time position
  - Will update and set wages for two per-diem positions
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# New Part-time Position

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**Associate Town Planner** position will provide technical and administrative support to complement Town Planner's focus on policy.



# Updated Per Diem Position

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**Part-time Dispatcher** position ensures Town can economically provide 24/7 dispatcher service with qualified, non-overtime employees when full time dispatchers are on PTO.

# Updated Per Diem Position

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**Reserve Police Officer** position ensures Town can add short term officer capacity for special situations without paying overtime rates.





# Vote 1 Item “b”

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- Will ensure promotions and position reclassifications result in a fair and appropriate pay increase.

# Vote 1 Item “c”

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- Will allow regular part-time employees to accrue vacation time.


# Vote 1 Item “d”

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- Will create a **Sick Leave Bank** as a voluntary employee benefit.

# Costs

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- Item “a” will cost the Town approximately \$30,000 in salary, which is included in the proposed budget.
  - Item “a” should modestly reduce costs for overtime salaries.
  - Item “b” will cost the Town nothing.
  - Item “c” will cost the Town nominal vacation accrual, which is included in the proposed budget.
  - Item “d” will cost the Town nothing.
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# Why Yes on Vote 1?

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1. Creates low and no-cost benefits that enhance Town's competitiveness as an Employer.
2. Creates one new part-time position to support the Town Planner, increasing his effectiveness.
3. Creates two new positions to allow Town to economically deal with overflow and fill-in duties in Police Department.

# Vote “yes” on Motion 1

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# Vote 2

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- Provides 2.9% across-the-board wage adjustment for FY2024.

# Costs

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- Total increase in salaries due to wage adjustment is \$23,000, which is included in the proposed budget.



# Vote “yes” on Motion 2

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# End of Presentation

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WARRANT ARTICLE 4 – PERSONNEL BOARD



# Backup Slides

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WARRANT ARTICLE 4 – PERSONNEL BOARD



*Vote 1, Item a:*

*Administrative changes to the plan*

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- *FY2023 Classification & Compensation Schedule*

*Associate Planner - Proposed Grade 13*

# *Vote 1, Item a, continued: Per Diem and Intermittent Employees & Stipends*

## *Proposed changes to positions*

<b>Hourly (All Non-Exempt)</b>	<b>FY2024 Rate</b>	<b>Proposed Grade Reference</b>
<b>Part-Time Dispatcher</b>	\$24.19	Grade 11
<b>Special Reserve Police Officer</b>	\$27.95	Grade 13

# Vote 1, Item b:

## Article III, Definitions

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### Proposed Additions

**Promotion:** *When an employee advances to a position that is classified at a higher salary grade, or in certain circumstances, an acknowledgment of significant greater responsibilities within the same grade/position.*

**Reclassification:** *The assignment of an existing position to a new grade and/or step when substantive, measurable changes occur in responsibilities. This change is based on an evaluation of expansion on the duties, responsibilities, scope, impact, and/or qualifications of the position.*

Vote 1, Item b, continued:


## Article VI, The Pay Plan, Section 2

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Strikeout the following

~~**a. When an employee is promoted to a position in a higher class, the employee's salary shall be increased to the minimum rate for the higher class. In the case of overlapping ranges, the promoted employee shall be increased to the step immediately above the employee's present salary.**~~

~~**b. When an employee is promoted, or the position they hold is reclassified to a position in a higher grade, the employee's salary shall be increased to the minimum rate for the higher grade. In the case of overlapping ranges, the promoted or reclassified employee shall be increased to the step immediately above the employee's current salary step.**~~



Vote 1, Item b, continued:

*Article VI, The Pay Plan, Section 2*

Replace stricken language above with the paragraph below.

*When an employee is promoted to a position in a higher class or the position they hold is reclassified to a position in a higher grade, the employee's salary shall be increased to the first step that provides them with an increase in pay of no less than 4% above their base pay prior to the promotion or reclassification. If the department head recommends a higher step increase, they must do so in writing as warranted by the employee's qualifications and performance, subject to the approval of the Town Administrator.*



Vote 1, Item c:

## Article X: Vacations, Sections 2 & 3

Strike out and add language in **bold** as indicated.

*Section 2. Regular reduced-hours **and regular part-time** employees shall be entitled to vacation according to Section 1 except that the resulting days shall be multiplied by the average number of hours worked each week and then divided by forty (40).*

*Section 3. **Regular part-time, p Per diem,** and intermittent employees do not accrue vacation time*

Vote 1, Item d:

*Article XI: Leaves of Absence*

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*Add new Section 1.h to the Article*

*Section 1 SICK LEAVE*

***h. Sick Leave Bank***


# Vote 1, Item d, continued:

## Article XI: Leaves of Absence

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### *Add new Section 1.h - Sick Leave Bank*

*There is hereby created a Sick Leave Bank (the “Bank”) to provide offsetting pay for a limited time to those participating Town employees (the “Participants”) who have exhausted their personal accrued leave time, separate from other sick leave benefits (short-term and/or long-term disability), in all of its forms, and suffer from a disabling injury or illness. Such benefits are intended to augment an employee’s sick leave benefit in cases involving catastrophic or long-term illness or accident not covered by Workers’ Compensation or Injured on Duty (IOD) Leave.*



Vote 1, Item d, continued:  
*Article XI: Leaves of Absence*

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*Add new Section 1.h - Sick Leave Bank*

*The Bank is a voluntary, participative arrangement entered into by Town employees seeking to provide some measure of relief to ill or disabled peers and does not represent an obligation upon the Town to create time upon the records of the Bank for use by Participants beyond the time contributed by Participants or as otherwise established within this policy.*


# Vote 1, Item d, continued:

## Article XI: Leaves of Absence

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### *Add new Section 1.h - Sick Leave Bank*

*Administration of the Bank: The records of time contributed to and drawn from said Bank shall be maintained by the Treasurer/Collector's Office, which is charged with maintaining and tracking time. Approvals and disapprovals of membership and withdrawals shall be administered by the Town Administrator subject to any appeal process established herein provided, however, if the Town Administrator shall become a Participant in the Bank, the Chair of the Select Board shall act in the stead of the Town Administrator with respect to any decision required to be made with respect to the Town Administrator's participation in the Bank.*




# Vote 1, Item d, continued:

## Article XI: Leaves of Absence

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### *Add new Section 1.h - Sick Leave Bank*

*Eligibility for the Bank: All employees eligible to receive and accrue sick leave are eligible to apply to enroll in and participate in the Bank after completion of their six-month probationary period and the attainment of one week of sick time (pro-rated for part-time service). Any such employee represented by a bargaining unit is only eligible to apply to and enroll in the Bank if the entity bargaining on their behalf has negotiated for the inclusion of this policy within their Collective Bargaining Agreement.*



# Vote 1, Item d, continued:

## Article XI: Leaves of Absence

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### *Add new Section 1.h - Sick Leave Bank*

*Initial Membership Application: Applications for enrollment in the Bank shall be on a form to be designed by the Town Administrator and will only be accepted for consideration during the so-called "Open Enrollment" period established annually for employees to enroll in and/or change their enrollments in the Town's various insurance programs. However, upon creation of the Bank, there shall be a period of thirty (30) days thereafter in which employees may apply to become a Participant in the Bank.*

Vote 1, Item d, continued:  
*Article XI: Leaves of Absence*

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*Add new Section 1.h - Sick Leave Bank*

*Initial Membership Deposit: Applications for enrollment shall provide authorization for the Town to withdraw an initial deposit of at least two (2) days of sick leave from the accrued sick leave time of the applicant for transfer to the Bank and may authorize up to four (4) days of sick leave time to be transferred to the Bank.*



Vote 1, Item d, continued:  
*Article XI: Leaves of Absence*

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*Add new Section 1.h - Sick Leave Bank*

*Annual Membership Deposit: Annually, during the Open Enrollment Period, Participants must provide authorization for the Town to withdraw an additional deposit of one (1) day of sick leave from the Participant's accrued sick leave time for transfer to the Bank and may authorize up to four (4) days of sick leave time to be transferred to the Bank.*

# Vote 1, Item d, continued:

## Article XI: Leaves of Absence

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*Add new Section 1.h - Sick Leave Bank*

*Opt-Out Provision: Any Participant may remove himself or herself from the Bank at any time; however, once removed, the employee may not withdraw any sick leave contributed to the Bank at the time they initially joined or that they contributed to the Bank as part of any subsequent contribution.*

*Loss of Deposits: Deposits of sick leave time become the sole property of the Bank and are not returned to the Participant for their sole use, except in accordance with the application for a withdrawal as outlined below.*


# Vote 1, Item d, continued:

## Article XI: Leaves of Absence

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### *Add new Section 1.h - Sick Leave Bank*

*Application for Withdrawals: A Participant, or their designee, may apply to withdraw time from the Bank upon a form to be designated by the Town Administrator. Said form shall require a certification from a medical or mental health professional licensed by the Commonwealth of Massachusetts as to the disabling injury or illness, an indication as to how long the condition may persist, and a certificate of the Town Officer maintaining the Bank of any and all time the applicant has remaining of their personal accrued leave time, in all forms, which must be fewer than eighty (80) hours of total leave time at the time of application.*



Vote 1, Item d, continued:  
*Article XI: Leaves of Absence*

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*Maximum Withdrawal and Use Thereof: No Participant may be granted more than an initial grant of twenty (20) days of leave from the Bank in any twelve-month calendar year period. Any such grant of leave may not be drawn against until all other available leave time on the books of the Participant has been fully exhausted.*

*Continuing Accruals of Sick Leave: Under no circumstances may a Participant, while using time derived from the Bank, accrue any type of leave.*

# Vote 1, Item d, continued:

## Article XI: Leaves of Absence

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*Add new Section 1.h - Sick Leave Bank*

*Refunds for Monies Recovered: Any Participant who subsequently receives any form of reimbursement for any Town offered disability or Worker's Compensation Policy covering any illness or disability originally covered by a withdrawal of time from the Bank shall pay to the Town the value of the duplicate coverage and the Treasurer shall give credit to the Bank for the number of days for which the Town was reimbursed.*

Vote 1, Item d, continued:  
*Article XI: Leaves of Absence*

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*Add new Section 1.h - Sick Leave Bank*

*Appeals: Should an application for withdrawal be denied, the Participant may submit an appeal in writing to the Town Administrator. The Town Administrator will then convene a three-member ad-hoc panel which shall be established within three (3) business days to decide the matter.*

Vote 1, Item d, continued:  
*Article XI: Leaves of Absence*

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*Add new Section 1.h - Sick Leave Bank*

*The ad-hoc panel will consist of an appointee from the Town Administrator, the Participant shall appoint one member to the panel, who is knowledgeable of the facts of the situation and will serve as an advocate of the Participant, and the Chair of the Personnel Board, or designee, will serve as the ad-hoc chair. The panel shall decide the matter within five (5) business days of appointment of the third panel member.*


# Vote 1, Item d, continued:

## Article XI: Leaves of Absence

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### *Add new Section 1.h - Sick Leave Bank*

*Extraordinary Circumstances: In extraordinary circumstances of illness or disability during a period of time in which an employee was not eligible to apply for membership in the Bank, the Town Administrator may make a one-time call for contributions of sick leave time in any amount to a specific employee who shall be identified in the call for voluntary contributions. Any employee granted time under these provisions shall not be eligible to accrue leave time during any such period of time and any voluntary contribution made in excess of that needed to meet the needs of the employee shall be transferred to the permanent records of the Bank.*





## Vote 2: Classification & Compensation Schedule *Wage Increase*

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*The Classification and Compensation plan applies to all non-union and non-contracted employees. Positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated into the Personnel Plan.*

# Vote 2: Classification & Compensation Schedule *Wage Increase*

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## **FY2024**

*The Personnel Board voted a 2.9% wage adjustment based on a fiscal 3-year average of the CPI-U (Consumer Price Index – Urban) effective July 1, 2023 (FY2024). **The total increase in salaries is \$23,000.***

*Employees on the Temporary, Per Diem and Intermittent Schedule will receive a 2.9% wage adjustment, effective July 1, 2023.*

# Vote 2: Classification & Compensation Schedule Wage Increase

(2.9% Wage Increase included)

Grade	Classification	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
16	Assistant Manager/Assistant Highly Skilled	110,000	113,000	116,000	119,000	122,000	125,000	128,000	131,000	134,000	137,000	140,000	143,000	146,000	149,000	152,000	155,000	158,000
14	Senior Analyst/Supervisor Highly Skilled	70,000	72,000	74,000	76,000	78,000	80,000	82,000	84,000	86,000	88,000	90,000	92,000	94,000	96,000	98,000	100,000	102,000
13	Analyst/Supervisor Highly Skilled	60,000	62,000	64,000	66,000	68,000	70,000	72,000	74,000	76,000	78,000	80,000	82,000	84,000	86,000	88,000	90,000	92,000
12	Analyst/Supervisor Highly Skilled	50,000	52,000	54,000	56,000	58,000	60,000	62,000	64,000	66,000	68,000	70,000	72,000	74,000	76,000	78,000	80,000	82,000
11	Analyst/Supervisor Highly Skilled	40,000	42,000	44,000	46,000	48,000	50,000	52,000	54,000	56,000	58,000	60,000	62,000	64,000	66,000	68,000	70,000	72,000
10	Analyst/Supervisor Highly Skilled	30,000	32,000	34,000	36,000	38,000	40,000	42,000	44,000	46,000	48,000	50,000	52,000	54,000	56,000	58,000	60,000	62,000
9	Analyst/Supervisor Highly Skilled	20,000	22,000	24,000	26,000	28,000	30,000	32,000	34,000	36,000	38,000	40,000	42,000	44,000	46,000	48,000	50,000	52,000
8	Analyst/Supervisor Highly Skilled	10,000	12,000	14,000	16,000	18,000	20,000	22,000	24,000	26,000	28,000	30,000	32,000	34,000	36,000	38,000	40,000	42,000

