



Personnel Study Task Force Agenda

Date:

April 25, 2022; 4PM Hybrid

141 Keyes Road Conference Room

or

Join by Zoom Meeting

<https://us02web.zoom.us/j/83218726557?pwd=MVgzSk1FM2Jxa3VCTm42bzJ4ODZydz09>

Meeting ID: 832 1872 6557 Passcode: 936733

Call to Order

Roll Call

Approval of Minutes of April 11, 2022

Correspondence or Member Updates

Open discussion about how we anticipate making our report to Select Board
June?

Next steps for Select Board and Town Manager as well as Personnel Board?

Public hearing hosted by who?

Review of format for our final report and input from PSTF on first draft of sections
Lay Out?

Discussion of suggested recommendations of Bylaws from homework

Bruce: Section 1 and 2 plus 1985 Administrative code recommendations

Anne: Section 10-20 recommendations

Any New Business that came up after posting Agenda

Pending meeting dates

Monday, May 9th 141 Keyes Road (Hybrid)

Monday, 23rd 141 Keyes Road (Hybrid)

Public Comment

Adjournment (by roll call)

April 11, 2022

Notes for meeting

Personnel By-Laws Section 5&6

- Crossover between the 1985 Personnel Department document and the 2017 Personnel By-Laws document. Fairly similar. Both documents direct a periodic review of classifications and job descriptions. No indication that this is done. Believed the last **Compensation/Classification** study was done 14 years ago. Unknown if the job descriptions (changes?) are up to date from the 14 yr. old study.
- **5.3 Allocation of Positions to Classifications** There is a reasonably clear path of what is required. Paragraphs in the by-law indicate the PB “Shall Review” What documentation is provided to the PB by HR to review?
- **5.4 Periodic Review of the Classification Plan** 14 years ago?
- Recommended: Minor tweaks to the process but major additions needed to ensure the PB is given data and timely documents well in advance to study any changes and recommendations. Highly recommend a “Checklist” is created with documents and supporting information that is MANDATORY before PB meetings. There appears to be flexibility for the PB to make midstream changes if necessary and ATM can confirm at its next meeting.
- **6.2 Amendments to the Compensation Plan** Section 6.3 would generally seem adequate, with some changes made to the criteria suggested to the PB to take into account. The glaring problem with this section isn’t the body of the section, it is the fact that it isn’t done. 6.3 states ***“It shall be a responsibility of the Personnel Board to review rates of pay at least every three (3) years. Whenever the Personnel Board reviews the Compensation Plan, it shall take into account and give such weight to the following.”*** a. b. c. criteria may need adjustment. Review surrounding towns and comparable cities and town’s union contracts. We are competing against them so make every attempt to offer similar pay and benefits. Recognize that we are having a retention crisis. We have lost over 50% of our town staff in the last five years and the trend is continuing this year. This loss is not retirees. These are staff that left for another job. Why?

- Lack of any documentation to PB regarding “Review of the “Compensation Plan“ “**AT LEAST EVERY THREE YEARS**”
- Recommended: This section seems adequate on it’s face except that it isn’t done. There does not appear to any documents or data that is presented to the PB.
- CMLP example and MEAM report. Having to use an inappropriate section this year to head off a disaster in line staff exiting etc. Using Section **10.3 Incentives and Reward** is inappropriate. We just found out mid-year that the line crew are grossly underpaid and we were now down to 3 1st Class Line workers instead of nine? **MEAM** report is a comprehensive compilation of all municipal light plants line salaries and benefits that is available. Unacceptable.

Concept: Use an **Up-to-date organizational chart** that contains employee names attached to the positions as well as the Classification Assignment to each position. This org flow chart is kept completely up to date, put on the town website and is immediately available to the PB so they can have the information immediately. It will also show current vacancies. It will solve any “irregularities” in reclassification of a current employee.

Examine longevity pay. What steps are being taken to enhance retention of current employees?

Consider some sort of an employee advocate position that is unconnected to the HR department? See survey for validation of this concept.

DRAFT Recommendations

Current Personnel Bylaws		Notes
Section 10 Pay Policies		See policy of 2016 and refresh who is resp. for what
Increases within the Range 10.2	Amend	See changes in 1997 And hear anecdote that is pointing to other disparities
Incentives and Rewards	revisit	This was revisited in 1997 and may need to be rewritten as a policy to be able to initiate in a timely manner
“Acting pay” Reclassifications +Up 10.4-1		
“Acting pay” Reclassifications down 10.4-2	Amend	Share case study and decide if this is policy or bylaw
Acting Pay 10.5	Clarify	
Longevity pay 10.6	amend	May want to revisit amounts awarded
Special pay 10.7	Keep and amend	See Stand By Policy 10.7-1 of 2018 to see if it all should be under one Policy
Workers Comp 10.8	Keep and amend	Should have reference to compliance with state laws?
Section 11 Sick Leave		
.1 accrual	Amend	Right now it says there is no maximum amount of accrual. Maybe should have an upper amount (or be put in sick bank?)
.2 Use	Amend	See policies amended at 2016TM and policy 11.2-1 Issued in 1992 about what constitutes “family”
.3 Pay Off	Amend	There is no pay off for those hired after 1992 in retirement. May want to revisit this.
Section 12 HOLIDAYS		See Town Meeting Warrant
12.1 Leave *	Amend	<p>Add Juneteenth in keeping with national holidays to bylaws.</p> <p>Policy issued August, 1992 should be reviewed and updated for additional flexibility for those not observing Christmas or Easter. Could one be offered as a floating holiday for those who might want to observe other holiday?</p> <p>Policy 12.1 For Beede center has been updated and should be aligned with other dept. that have different hours such as library and DPW etc.?</p>

DRAFT Recommendations

12-2 Worked	Keep	
Section 13 Vacation Leave		
13.1 Accrual	Keep	See Policy #13 adopted 2019 as well
13-2 Max.	Amend	Set a maximum of use it or loose it?
13.3 Payoff *	Amend	Set a maximum(See Town Warrant)
Section 14 Bereavement Leave		Town warrant replaces all bylaw where there is increases in days and expansion of relationship descriptions of family
	Amend	Reference policies #14-1 and 14-2 in bylaw
Section 15 Personal Leave		
Payment in lieu of vacation leave	Amend	Policy was issued in 1992 and should be referred to in bylaws Should there be a limit to how much personal leave is accrued whether or not person is leaving?
Section 16 Military	Keep	
Section 17 Jury Duty	Keep	
Section 18 Unpaid Leave of Absence		See Policy #18. By-laws should refer to it
18.1 Family and Medical Leave		
18.2 Other		
18.3 Accruals during Leave	Keep	
Section 19 Interruption of Employment	Keep	
Section 20 Leave for Temp and Limited-Status Emp.	Keep	Refer to policy #20