

FinCom hearing 3-10-20

Summary of discussion

Article 4:

No questions or comments

Article 5:

Committee Comments

Phil Swain: where are we in the salary ranges of comparable positions?

Amy Foley: The goal is 85% percentile for benchmarked positions, within compliance with Equity Pay Act. So, if market conditions are different for two comparable positions, their pay must be comparable

Dee Ortner: What are the top three positions that had the highest % pay increase in the last three years

Amy Foley: I don't have full recollection, but I believe Telecom and the line crews in the CMLP

Phil Swain (after Article 6 slides): We would not have Articles 4&5 in the Town Warrant going forward?

Ellen Quackenbush: No, not after Town Meeting 2020

No Public Comments

Article 6

Committee Comments

Dean Banfield: What is the process by which modifications to this plan (e.g. Class, Comp and benefits) are reported out to the community so that they can be aware?

Ellen Quackenbush: All changes are on the website. Citizens could also attend the Personnel Board meetings.

Dean Banfield: The goal is for the HR process to be more nimble, but it would be useful to have some way to alert everyone, such as a tickler. Right now, it is reported out annually at Town Meeting

Ellen Quackenbush: Perhaps the Town Manager could have periodic communication. Transparency is very important.

Amy Foley: The budget book presents the number and budget for positions for the current and next FY. That provides some guidance.

Public Comments

Leslie Koplow (former IT staff): I was started when I looked at the Town Warrant and saw this article. I went to the website to learn more about the Personnel Board and noted that there were no minutes for

2018-2020. I onboard and offboard IT employees. From Jan-Oct 2019, 51 staff left and 51 were hired. This level of churn is concerning.

****Note to PB:** Amy and I are writing up the minutes for the 7 meetings in 2018-2020 and will post drafts by the middle of next week

Mark Howell (former CIO):

See attached document for full remarks. Summary of key remarks (re-ordered for readability)

- The Personnel Bylaw needs attention, but the town should step back and more fully consider the correct role of the Personnel Board
- The current Personnel Board responsibilities are quite administrative and do not address key workforce issues, such as strategic workforce planning, personnel governance, and an assessment of employee recruiting and retention
- There has been no substantive discussion at the Select Board or publicized hearings on replacing the Personnel Bylaw by any board. Published minutes on the discussion of the Personnel Board on this issue do not exist.
- The Personnel Board should, on behalf of the Select Board and citizens, study should study and propose goals in this area that are consistent with the community's values, the administration's needs and employee concerns
- The Bylaw replacement as proposed in Article 6, with just 4 short elements, does not address the larger issues I have outlined. Please consider working on these issues more before bringing them to Town Meeting.

Anita Tekle: Slide 6 is deceptive, citing that only 15% of the town + CPS workforce is impacted by Personnel Board. What happens to the employee grievance process if the Bylaw is replaced?

Ellen Quackenbush: A better number is that 60% of the town workforce is non-union; and hence, covered by the Personnel Board. This low level of unionization is unusual for a municipality. The grievance process is defined in Personnel Policies and Procedure #25 and the Select Board charge to the Personnel Board. The later was last updated in 1985.

Amy Foley:

The grievance process has five steps:

1. Employee appeals to supervisor,
2. Department Head
3. Town Manager
4. Personnel Board (for an advisory opinion)
5. Town Manager (for a final decision)

There are types of appeals:

1. disciplinary actions/termination
2. terms of the Personnel Bylaw (e.g. pay, vacation, sick leave).

The Town Manager has sole authority to appoint and terminate for cause. This is different than the private sector.