Proposed Revisions to the Personnel Plan & Classification and Compensation Schedule

Summary

Administrative changes to the plan

Article VI. The Pay Plan, section 1 b. and c.: Add the Board of Library Trustees to the approval process

It was noticed that the approval process for new appointees had previously excluded the Library Board of Trustees (LBoT). Library employees fall under the purview of the LBoT, not the Board of Selectmen. The proposed amendment to Article VI is a housekeeping item, which will remedy that issue.

Article IX. Holidays, section 3: Modify the manner in which holiday pay is calculated for regular non-exempt reduced-hours employees

Currently, holiday pay for non-exempt reduced-hours employees is calculated based upon a pro-rata formula of total hours worked in a normal week by forty. It seems illogical to pay an employee for a holiday that occurs on a day not normally worked by the employee, or for a number of holiday hours that does not correspond to the employee's regular work schedule. This proposed modification would provide for such employees to be compensated for holidays for the number of hours the employee would have normally worked that day had it not been a holiday.

Article XI. Paid Leaves of Absences, section 1 g: Correct a typo

The proposed amendment is a housekeeping item to delete the superfluous "Amended:" which was inserted in error.

Article XVII. Performance Reviews, section 3: Replace the table of descriptive ratings

The final proposed amendment would replace the existing ratings and descriptions to provide for ratings that are better illustrative of an employee's performance. The following articles of the Plan, which reference the rating "meets requirements" (which is proposed to be replaced by "proficient") will also require amending: Article VI. The Pay Plan, Section 7. Merit Salary Adjustments; Article XVI. Compensation for Positions, Section 1; Article XVII, Section 2. Administrative Procedures; and Article XVIII. Management Rights, Section 2.

Classification and Compensation Schedule

All 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 in the Personnel Plan. It is proposed to add the positions of (DPW) Business Administrator to Grade 13 and Animal Control Officer to Grade 10 in the schedule of Regular Full-time, Reduced and Part-time Employees.

The (DPW) Business Administrator position will replace the Department Assistant position in the Public Works Department to more properly and accurately encompass the additional duties and responsibilities associated with support of business administration and departmental operations. Key areas of additional responsibility for this position include Hager Well and shared septic system operations and reporting to DEP, transfer station reporting and tracking to DEP and EPA, managing DPW procurement, managing Ch. 90 submissions process, and preparation of bid documents. The Personnel Board evaluated the job description and based upon a number of factors, including physical environment, capabilities, job characteristics and responsibility, determined that the position should be classified as grade 13.

The Regional Animal Control Officer (ACO) is a regular full time position and had not been previously classified as such under the Town's Personnel Plan. The Personnel Board evaluated the job description

and based upon a number of factors listed above determined that the position should be classified as grade 10.

The inclusion of FLSA exempt and non-exempt status for regular full-time, reduced and part-time employees was added to the Classification and Compensation Schedule because it is a significant factor when looking at how positions are considered with respect to the applicability of the Personnel Plan.

In providing a recommendation for wage adjustments, the Personnel Board reviews not only the CPI-U for the area, but in order to attract and retain a highly-qualified workforce, it also considers the wage adjustments provided by neighboring and comparable communities. The Personnel Board voted to provide for a wage adjustment factor of 2% over FY 2017 for the majority of positions with the following exceptions:

i. *retain the 7/1/16 rates for the per diem and intermittent positions of CIT, Intern (Town Hall), Junior Library Page, Library Page, Counselor and Animal Control Officer as well as the positions listed under "Stipends (Annual)"*
ii. *maintain the minimum wage for the Election Workers and increase the rate for the Clerk of Elections by 3.73%*

The Town Clerk asked the Personnel Board to consider increasing the pay of Clerk of Elections to a level that was commensurate with the responsibilities of the position and noted that the position covers the wardens and the constables who help oversee the smooth conduct of elections, troubleshoot issues and maintain order. The positions require more training in order to be able to perform these jobs, which are more complex than those of the election workers. The Personnel Board is recommending an increase of just over 3.7%, which maintains the differential between the Election Worker and Clerk of Elections positions at the same level as last year (approx 16%).

Finally, the Municipal Modernization Act, which took effect this past year, eliminated the caps on revolving funds; therefore, the caps that had been previously listed under the Wiring Inspector and Plumbing & Gas Inspector Fees have been removed.

Town of Boxborough, MA

PERSONNEL ADMINISTRATION PLAN

EFFECTIVE DATE November 1, 1987

Proposed Amendments for ATM, May 2017

ARTICLE VI. THE PAY PLAN

Section 1. New Appointees

Amended: STM 10/5/87 ATM 2009

a. Generally, a new employee shall be paid the minimum rate of pay for the employee's class, which will be based upon the assumption that the employee meets the minimum qualifications stated in the class specification.

Amended: ATM 2009 ATM 2015

b. If a new employee more than meets the minimum qualifications, the Department Head shall have the discretion to place the employee on a higher step with the recommendation of the Personnel Board and then approval of either the Board of Selectmen or the Board of Library Trustees, as appropriate.

Amended: ATM 1995 ATM 2009

c. Each new employee shall be required to serve a training period of six months, which period is counted beginning from the first date the employee works, not including time spent as an exempt trainee. Unsatisfactory trainee employees shall be separated on or before the completion of their training period. The written approval of the employee's Supervisor and either the Board of Selectmen or Board of Library Trustees, as appropriate, shall be required before the employee shall become a regular full-time, regular reduced-hours or regular part-time employee.

Section 7. Merit Salary Adjustments

Amended: ATM 2002 ATM 2013

On an annual basis, the Board of Selectmen, in consultation with the Personnel Board, will determine whether step advancements will be granted to employees who are paid under the personnel plan. If after such review it is determined that step advancements will be granted for a given year, then employees with one (1) or more years of service who have achieved an overall performance rating of "proficient" or better will be advanced to the next step within their job classification on the following July 1. New employees who were hired before January 1 who have achieved an overall performance rating of "proficient" or better will also be advanced to the next step within their job classification on the following July 1. New employees who were hired after January 1 who have achieved an overall performance rating of "proficient" or better will move to the next step within their job classification on the July 1 that follows the employee's completion of a full year of employment.

Deleted: meets requirements

Deleted: meets requirements

Deleted: meets requirements

ARTICLE IX. HOLIDAYS

Section 1. All regular, full-time employees, whose compensation is based on an hourly or a weekly rate, will be allowed the following holidays with pay:

Amended: ATM 1990

New Year's Day
Martin Luther King's Birthday
President's Day
Patriots Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Each holiday will be observed by the Town on the day designated by State law.

Section 2.
Amended:
ATM 1980

If any such employee is required to work on a day which has been designated for their observance of such a holiday, the employee shall be compensated for the time worked at 1.5 times the employee's hourly rate in addition to the pay provided by Section 1 above.

Section 3.
Amended:
ATM 1980

All regular, non-exempt reduced-hours employees shall be entitled to the holidays listed in Section 1 except that holiday pay for a given holiday shall be provided only for the number of hours the employee would have ordinarily worked that day if it were not a holiday.
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Deleted: the number of hours per holiday shall be multiplied by a fraction of which the numerator is average number of hours worked by such employee each week and the denominator is forty

ARTICLE XI. PAID LEAVES OF ABSENCE

Section 1. SICK LEAVE

Amended:
ATM 1980
ATM 1993

g. When an employee is on sick leave or receiving Worker's Compensation benefits and the employee's accrued sick time expires, further benefits under this plan will no longer accrue. Health insurance and other benefits that do continue to apply will be consistent with COBRA and MGL's c. 152 and 32B.

Deleted: Amended:

ARTICLE XVI. COMPENSATION FOR POSITIONS

Renumbered:
ATM 2009

Section 1.
Amended:
ATM 1981
ATM 2002
ATM 2009
ATM 2015

The Compensation of Positions per the Schedule establishes the position categories, the wage rates, and the step increments. Regular Full-time, Part-time and Reduced Hours Employees shall be eligible for step increase the following July 1, subject to a performance review of at least "proficient" during the employment anniversary month of each employee.

Deleted: meets requirements

Section 2.
Amended:
STM 10/5/87
ATM 2002
Section Deleted
ATM 2009

ARTICLE XVII. PERFORMANCE REVIEWS

Section 2. ADMINISTRATIVE PROCEDURES

Amended: ATM 2002

The Department Head, with input from any Boards or Committees directly supported by the employee, shall review performance at the end of the initial training period and annually thereafter.

Amended: ATM 2009

Performance shall be reviewed on an Employee Evaluation Form that directly correlates to the respective job description for each employee. Attendance, promptness, performance, and length of service shall be considered in making recommendations. A written evaluation of at least "proficient" shall entitle an employee to a one-step increase until the maximum step of the class has been reached.

Deleted: meets requirements

Amended: ATM 2009 ATM 2015

Upon completion of the evaluation, the Department Head will review the appraisal with the Employee and if appropriate will forward a Pay Change Request to the Town Accountant and Treasurer for implementation. All pay changes shall conform to contractual obligations and/or the approved Personnel Administration Plan, including the Schedule.

After discussing the review with the Department Head, the employee must sign the evaluation form indicating that the employee has seen the evaluation.

The completed evaluation form is then returned to the Town Administrator for filing in the employee's file. Employees and Department Heads are encouraged to keep copies of the evaluation if they choose.

Section 3. **Ratings**

Amended: ATM 2002

1. **Outstanding:** Significantly exceeds established job standards with exceptional quality, quantity and timeliness of work. Always achieves exceptional results well beyond those expected of the position.

2. **Highly Effective:** Consistently exceeds established job standards for quality, quantity and timeliness of work. Often achieves results beyond those expected for the position.

3. **Proficient:** Generally proficient at established job standards for quality, quantity and timeliness of work. Meets goals and objectives. Occasionally exceeds established job standards.

4. **Requires Development:** Meets some established job standards for quality, quantity and timeliness of work. Requires improvement in meeting goals and objectives. May require more supervision than expected for assignment.

5. **Unsatisfactory:** Does not meet established job standards for quality, quantity, and timeliness of work. Requires continual close supervision and direction. Performance is well below standards, not acceptable, and requires immediate improvement.

Deleted: Superior: This rating is for the employee who consistently goes beyond the job description. He/she works in a timely fashion and his/her performance is clearly exceptional in comparison to expectations. This employee consistently exceeds goals and provides innovative ideas contributing to the success of the department.

Deleted: highly effective at

Deleted: Good: This rating applies to the employee who completes the tasks required for the position and at times goes beyond the requirements. This employee always meets performance expectations and frequently exceeds expectations for several responsibilities. This employee contributes to reaching new levels of department productivity.

Deleted: Meets Requirements: This rating applies to the employee who does only the work required for the position. This employee meets performance expectations for all responsibilities and goals, is successful, and performs in a competent manner. This employee is recognized as an asset to the department. This is the expected and usual rating for most employees.

Deleted: Needs Improvement: This rating applies to the employee who does not complete all of the tasks required by the position. This employee meets performance expectations for some responsibilities and goals. Other responsibilities of this employee may require extra direction by the Department Head, or the Department Head may find it necessary to avoid assigning the more difficult tasks to the employee. When using this rating the Department Head indicates if there are other factors that should be considered.

The annual rating should never come as a surprise to the employee. Ratings 4 and 5 above may not be used unless prior, documented, discussions of the issues have been held between the Department Head and the employee.

Deleted: This rating applies to the employee who fails to do what is expected and is not fulfilling his/her responsibilities. Performance is below acceptable levels for one or more major responsibilities. This employee requires counseling and must understand that improved performance, within a prescribed period, is a condition for continued employment. When using this rating the Department Head indicates if there are other factors that should be considered.

ARTICLE XVIII. MANAGEMENT RIGHTS

Section 2.
Amended:
ATM 2015

The Town shall exercise the customary rights and responsibilities of the management of Town departments. The Town shall have the exclusive right to manage the Town departments, to direct the working forces, to contract and sub-contract, to determine the operations, the methods, the processes and procedures, the schedules and work assignments. The Town has the right to hire, layoff, promote, demote, transfer, assign, discipline or discharge, maintain discipline, and require the observance of the Town's reasonable rules and regulations. The Town may dismiss any employee with or without cause, as long as the dismissal does not violate state or federal law. The Town may dismiss any employee with an overall performance rating below "proficient" if the rating has not been remedied to "proficient" in six (6) months. The Town may relieve employees from duty because of lack of work or other proper reasons. The Town has the exclusive and sole right to determine and maintain equitable standards of performance, and to attain and maintain efficiency.

Deleted: meets requirements

Deleted: meets requirements

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES

GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions		74,333.35	76,191.68	78,096.47	80,048.88	82,050.11	84,101.36	86,203.89	88,358.99	90,567.96
15	Inspector of Buildings	Exempt	67,579.81	69,269.31	71,001.04	72,776.07	74,595.47	76,460.36	78,371.87	80,331.16	82,339.44
	Information Systems Coordinator	Exempt									
	Police Lieutenant	Exempt									
	Town Accountant	Exempt									
	Town Assessor	Exempt									
	Town Planner	Exempt									
	Town Treasurer/Collector	Exempt									
14	Town Clerk	Elected	58,071.20	59,522.98	61,011.06	62,536.33	64,099.74	65,702.23	67,344.79	69,028.41	70,754.12
13	Community Services Coordinator	Non-exempt	26.75	27.42	28.11	28.81	29.53	30.27	31.03	31.80	32.60
	Council on Aging Coordinator	Non-exempt									
	(DPW) Foreman	Non-exempt									
	(DPW) Business Administrator	Non-exempt									
	Youth Services Librarian	Exempt	55,854.00	57,250.35	58,681.61	60,148.65	61,652.37	63,193.67	64,773.52	66,392.85	68,052.68
12	Conservation Agent	Non-exempt	23.46	24.05	24.65	25.26	25.90	26.54	27.21	27.89	28.58
11	Department Assistant	Non-exempt	20.75	21.27	21.80	22.34	22.90	23.47	24.06	24.66	25.28
	DPW Worker	Non-exempt									
	IT Support Technician	Non-exempt									
	Technical Services Librarian	Non-exempt									
10	***Animal Control Officer***	Non-exempt	20.08	20.59	21.10	21.63	22.17	22.72	23.29	23.87	24.47
	Bldgs/Gnds Maint Worker	Non-exempt									
	DPW Semi-Skilled	Non-exempt									
	Senior Library Assistant	Non-exempt									
	Transfer Station Operator	Non-exempt									
9	Library Assistant	Non-exempt	18.26	18.71	19.18	19.66	20.15	20.66	21.17	21.70	22.25
8	Van Dispatcher	Non-exempt	16.60	17.01	17.44	17.87	18.32	18.78	19.25	19.73	20.22

Proposed FY 2018 Classification and Compensation Schedule

Hourly (All Non-exempt)	
CIT	10.00
Intern (Town Hall)	10.00
Junior Library Page	10.00
Library Page	10.25
Counselor	10.50
Election Workers	11.00
Asst. Animal Control Officer - Dogs & Cats	11.31
Laborer - Cemetery	11.66
Clerk of Elections	12.76
Media Production Technician	13.14
Seasonal Conservation Officer	13.26
Lead Counselor	13.47
Van Driver	14.46
Seasonal Maintenance Worker	14.76
Lock Up Attendant	15.91
Part Time Dispatcher	17.94
Fire Department Chaplain	18.26
Firefighter/EMT	18.26
Special Police Officer	18.26
Substitute Librarian	18.26
Gym Director	19.73
Winter Recreation Director	19.73
Fire Lieutenant	20.08
Summer Recreation Director	20.22
Animal Ctl Officer	20.34
Fire Captain	20.75
Veterans Services Officer	20.75
Snow Plow Operator	23.29
Deputy Fire Chief	23.46
Cemetery Superintendent	23.46
Asst. Building Inspector	27.80
Call Building Inspector	32.36
Call Fire Chief	45.07

Stipends (Annual)	
Fence Viewer	40.00
Field Driver	45.00
Registrar Member	270.12
Registrar Chairperson	900.34
Animal Inspector	987.74

Fees-based
Wiring Inspector
Plumbing & Gas Inspector