

1. Agenda

Documents:

[AGENDA_-_PB_-3.2.2020.PDF](#)

2. Meeting Materials

Documents:

[PUBHRG_PP_ATM21_20200302_V2_WEB_0.PDF](#)

Town of Boxborough
Notice of Public Meeting – Agenda

Board: Personnel Board

Date: Monday, March 2, 2020

Time: 7:15 PM

Place: Boxborough Town Hall, 29 Middle Road Boxborough, MA

A quorum of the Personnel Board may be present for a joint public hearing with the Select Board, to consider Proposed changes to the Personnel Plan and the Compensation and Classification schedule for FY2021.

The Personnel Board shall adjourn immediately thereafter.

Personnel Plan, including Classification and Compensation Schedule

**LEGAL NOTICE
SELECT BOARD
PUBLIC HEARING
PROPOSED REVISIONS TO PERSONNEL PLAN**

The Select Board and Personnel Board will jointly hold a public hearing on Monday, March 2, 2020 at 7:30 p.m. in the ~~Grange~~ **Morse/Hilberg*** Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to the Personnel Plan, including the Classification and Compensation Schedule.

The proposed amendments will be available for review on the Town's website at www.boxborough-ma.gov and on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Select Board

**Relocated due to Election Preparations*

Proposed FY21 Classification & Compensation Schedule
Regular Full-Time, Reduced Hours 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	Step 10	Step 11	Step 12	Step 13	Step 14
16	Assistant Town Administrator	Exempt	81,308	83,341	85,425	87,560	89,749	91,993	94,293	96,650	99,066	101,543	104,082	106,684	109,351	112,084
	Police Lieutenant															
15	COA & Comm Svc Director	Exempt	69,199	70,929	72,702	74,519	76,382	78,292	80,249	82,255	84,312	86,420	88,580	90,795	93,064	95,391
	Human Resources Manager															
	Informations Systems Coordinator															
	Inspector of Buildings															
	Town Accountant															
	Town Assessor															
	Town Planner															
Town Treasurer/Collector																
14	Council on Aging Coordinator	Exempt	58,892	60,365	61,874	63,421	65,006	66,631	68,297	70,005	71,755	73,549	75,387	77,272	79,204	81,184
	Town Clerk															
	Community Services Coordinator	Non-Exempt	28.21	28.91	29.63	30.37	31.13	31.91	32.71	33.53	34.37	35.22	36.11	37.01	37.93	38.88
	DPW Business Administrator															
DPW Foreman																
13	Youth Services Librarian	Exempt	54,352	55,711	57,104	58,531	59,995	61,494	63,032	64,608	66,223	67,878	69,575	71,315	73,097	74,925
	Information Services Librarian	Non-Exempt	26.03	26.68	27.35	28.03	28.73	29.45	30.19	30.94	31.72	32.51	33.32	34.15	35.01	35.88
	Technical Services Librarian															
12	Administrative Assistant	Non-Exempt	24.21	24.82	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.00	31.77	32.57	33.38
	Conservation Agent															
	DPW Worker-Skilled															
	Fleet Maintenance Mechanic															
11	Animal Control Officer	Non-Exempt	22.53	23.09	23.67	24.26	24.86	25.49	26.12	26.78	27.44	28.13	28.83	29.56	30.29	31.05
	Department Assistant															
	IT Support Technician															
10	Bldgs/Gnds Maint Worker	Non-Exempt	20.95	21.48	22.01	22.56	23.13	23.71	24.30	24.91	25.53	26.17	26.82	27.49	28.18	28.88
	DPW Worker-Semi Skilled															
	Senior Library Assistant															
	Transfer Station Worker															
9	Library Assistant	Non-Exempt	19.49	19.98	20.48	20.99	21.52	22.05	22.60	23.17	23.75	24.34	24.95	25.57	26.21	26.87
8	Van Dispatcher	Non-Exempt	18.13	18.59	19.05	19.53	20.01	20.51	21.03	21.55	22.09	22.64	23.21	23.79	24.39	25.00

Proposed FY21 Classification & Compensation Schedule
Per Diem and Intermittent Employees & Stipends

Hourly (All Non-exempt)	FY21
CIT	\$ 11.29
Intern (Town Hall)	\$ 11.29
Junior Library Page	\$ 11.29
Library Page	\$ 11.29
Counselor	\$ 13.50
Asst. Animal Control Officer - Dogs & Cats	\$ 13.50
Laborer - Cemetery	\$ 13.50
Election Workers	\$ 13.50
Clerk of Elections	\$ 14.85
Media Production Technician	\$ 13.93
Seasonal Conservation Officer	\$ 14.06
Lead Counselor	\$ 14.28
Seasonal Maintenance Worker	\$ 15.65
Van Driver	\$ 16.62
Lock Up Attendant	\$ 16.86
Part Time Dispatcher	\$ 19.02
Fire Department Chaplain	\$ 19.36
Firefighter/EMT	\$ 19.36
Special Police Officer	\$ 19.36
Substitute Librarian	\$ 19.36
Gym Director	\$ 20.92
Winter Recreation Director	\$ 20.92
Specialty Instructor Level I	\$ 20.92
Fire Lieutenant	\$ 21.29
Animal Control Officer	\$ 21.29
Specialty Instructor Level II	\$ 21.43
Summer Recreation Director	\$ 21.43
Lead Summer Recreation Director	\$ 22.00
Fire Captain	\$ 22.00
Veterans Services Officer	\$ 22.00
Snow Plow Operator	\$ 24.69
Deputy Fire Chief	\$ 24.87
Asst. Building Inspector	\$ 29.47
Call Building Inspector	\$ 34.31
Call Fire Chief	\$ 47.78

Stipends (Annual)	FY21 Rate
Fence Viewer	\$40
Field Driver	\$45
Registrar Member	\$275
Registrar Chairperson	\$925
Cemetery Superintendent	\$5,000
Animal Inspector	\$1,015
Technology Liaison	\$7,500
Finance Director	\$6,000

Fee Based	FY21 Rate
Wiring Inspector	10% Permit Fees
Plumbing & Gas Inspector	10% Permit Fees
Meeting Secretaries	\$128 /meeting