

Town of West Boylston Personnel Board

Minutes of Meeting

June 17, 2015

In Attendance: Maryjane Baer, Kelli Blank, Paul Bohnson, and Christine Mazeika

Rich McCarthy absent

The Chairperson, Ms. Baer opened the meeting at 7 p.m.

Roll call was taken.

The first item was the approval of the minutes of the last meeting on May 12, 2015. Ms. Baer asked for a motion to approve the minutes. Ms. Blank made the motion and it was seconded by Mr. Bohnson.

There was no update on the Employee Grievance. Nancy Lucier spoke with Town Counsel who said that the employee's attorney has not heard from employee as to what she wants to happen.

Don Jacobs attended the meeting to explain and answer questions regarding his Classification and Compensation Proposal. Mr. Jacobs began by apologizing for missing the last few meetings.

Ms. Baer asked Mr. Jacobs for an overview of the study.

Mr. Jacobs explained that the study was completed in December 2014 and had previously been done 8 years ago. He explained the reason for the study:

- #1 issue, per employees, is lack of communication, not money
- He surveyed an extensive marketplace
- Current range structure is 1.5 % behind market
- The current 10 grade levels are not consistent with Town structure. There are not 10 levels of responsibility. His study has changed this to 6 grade levels.

He explained the Characteristic Chart saying that there are 2 basic facts; responsibility and independence. These define the 6 levels and then the job descriptions lend themselves into each level. There is a non-monetary classification in the first 2 steps. He wants the Town to approve this plan.

Concerning compensation, he looks at positions not people. There was much discussion about salaries not being market driven. He then went on to explain his minimum, benchmark and maximum salary ranges. The benchmark is the average of the current rates. The minimum is 80% of the benchmark and the maximum is 60% above the benchmark. He said the range structure is based on market data.

Ms. Baer and Ms. Blank, who work in Human Resources, tried to ask Mr. Jacobs questions about the salary process. They questioned his percentages and process. Mr. Jacobs explained his years of experience and the many Towns that he's worked in previously.

Mr. Jacobs stated that he never recommended a Step Plan, former Town Administrator Leon Gaumond wanted this type of plan. Mr. Jacobs says that in his opinion, it is expensive. He feels that equal dollar amount increases are fairer to employees. He also feels that Towns balance the budget on the backs of non-union employees. His concern is that the Town has not responded to non-union employees and that says to Town employees that it is not important.

Mr. Jacobs said the most important part is grade levels.

Ms. Baer asked about a fixed cost to the Town to fund his proposal.

Mr. Jacobs wanted to present in two steps; classification and then compensation.

Mr. Jacobs said that Mr. Gaumond presents the job descriptions to the Selectmen against his wishes. According to Mr. Jacobs the Selectmen didn't read them and the entire process stopped until a Personnel Board could be formed.

A question came up about the number of hours in each position; Ms. Mazeika will make the phone calls to ask about the hours.

There was MUCH discussion on the Ratings System that Mr. Jacobs developed. Ms. Baer and Ms. Blank questioned several specific areas. One example was a low Physical Demand rating for the Animal Control Officer, which was rated the lowest. This discussion was lengthy. The Personnel Board and Mr. Gaumond are the only ones who have seen this Point Level Ratings Chart.

Mr. Jacobs suggested that the Personnel Board rate all the job descriptions to come up with the number of grade levels that we would like.

Ms. Baer said that it would be time consuming to review each position. The Personnel Board will decide if we agree with the methodology; then, discuss this and what we want to present to the Selectmen.

Mr. Jacobs continued to speak about his ratings system, top steps, payroll increases..... He ended his presentation at approximately 8:15.

Ms. Blank questioned the ratings system. Ms. Baer said that she thought the process was sound but Mr. Jacobs work was sloppy.

Ms. Baer will call the Interim Town Administrator and perhaps recommend a sit down with Department Heads.

Recommendation: The Personnel Board does not feel confident in the process.

Having no other new business, Mr. Bohnson made a motion to adjourn the meeting; Ms. Bae seconded it at 8:30 p.m.