



## ARTICLES 5 & 6: Class & Comp Plan

# Articles 5 & 6:

- **Purpose:** To implement an updated Classification & Compensation Plan for **non-union, regular-status, Town** positions effective 7/1/23
- **Options:** The Warrant provides two possible paths:
  - #1 = Article 5: Adopt a **new** Plan
  - #2 = Article 6: Amend **existing** Plan
- **Intent:** The Personnel Board anticipates acting on 1 of these Articles; Article 6 is presented as a contingency plan if the new Class & Comp Plan is not adopted under Article 5



## Presentation Outline:

- Concepts behind Articles 5 & 6
- Status of Classification & Compensation Study, critical to Article 5
- Path to Town Meeting, including when specific recommendations will be made



## Clarification:

### Not Covered by Article 5 or 6:

- How much \$ spent on salaries

### Subject to Approval:

- Job Titles
- Groupings/Grades of Positions
- Salary Ranges



## ARTICLES 5 & 6: Class & Comp Plan

# Objective:

A new Classification & Compensation Plan that considers:

- External Competitiveness of salaries
- Internal equity
- Cost of living adjustments
- Comparability with salaries of unionized employees

**As noted in Warrant:** proposed Plan (Article 5) is still under review.

**Request:** continuance to March 27, 2023, at which time a recommendation is anticipated to be available.



## Background:

**2008:** Classification & Compensation study conducted

**2008–2022:** Plan maintained with annual adjustments in salary ranges, periodic restructuring of grades, regular reclassification of positions

**2020–2021:** Governance transitions & pandemic constraints: Decision made to hold off on new study

**2022 (August):** Town secured GovHR to conduct an analysis of job duties & market data for non-union, regular-status benchmark positions



## Components of Classification & Compensation Study:

### 1. Classification:

- Job Evaluation - Internal equity

### 2. Compensation:

- Salary Survey – External competitiveness, benchmarking of positions in comparable communities



# 1. Classification - Job Evaluation:

Establish Internal Equity (*how positions relate to each other*)

- Job evaluation considers the position, not the individual employee's qualifications or performance
- Information was gathered directly from employees & supervisors via questionnaires and individual interviews
- 185 positions reviewed using 9 job factors



## 2. Compensation - Salary Survey:

### Consideration of External Competitiveness:

- Data collected from **comparable communities** via pay plan reviews and surveys
- Salary range proposals based on 85<sup>th</sup> percentile of market using benchmark positions



## Current Circumstances:

- Employees have been presented with GovHR's proposed new Class & Comp Plan (titles, grades, and pay ranges)
- Reconsideration process initiated: Specific engagements between employees & GovHR, Town HR Department
- By 22 March, GovHR provides final recommendations on the 2023 Classification & Compensation Plan
- Personnel Board expects to present more details of Article 5 at next Public Hearing



## Next Steps:

- Personnel Board to decide whether to move forward with a proposal under Article 5, or Article 6

**Note:** implementation of new Class & Comp structure could move forward to Town Meeting, even if individual positions need continued evaluation (the Personnel Bylaw allows year-round amendments, as reflected in Article 4)



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### Reminder:

- Town Meeting action on Article 5 or 6 will establish salary ranges (min - max), not actual salary increases
- Actual salary increases are set by the Town Manager & Personnel Board based on the approved budget



## More Information:

- Web page: [www/concordma.gov/PersonnelBoard](http://www/concordma.gov/PersonnelBoard)
- Finance Committee Report will be posted on the Town Meeting webpage and will include more information on the proposed new Classification and Compensation plan
- Request to continue Public Hearing to March 27, 2023



## ARTICLES 5 & 6: Class & Comp Plan

### **Recommendation:**

- That the Select Board continue the Public Hearing of Articles 5 & 6 to March 27, 2023



# Back Up Slides

2/27/2023



# 1. Classification - Job Evaluation

Factors used to establish Internal Equity, via grouping positions into 17 grades:

1. Education – Required Preparation and Training
2. Work Experience – Years of Experience Needed to Perform Job
3. Decision Making and Independent Judgment
4. Responsibility for Policy Development
5. Planning of Work
6. Contact with Others
7. Work of Others (Supervision Exercised)
8. Working Conditions
9. Use of Technology/Specialized Equipment



## 2. Compensation Survey

- Establishment of comparable communities
  - The following eight criteria were used:
    - Population
    - Per Capita Income
    - Equalized Assessed Value Per Capita
    - Total Assessed Value
    - Tax Levy
    - Total Budget
    - State Aid
    - Proximity to Concord



# Comparable Communities

- Acton
- Andover
- Bedford
- Belmont
- Burlington
- Chelmsford
- Dedham
- Hopkinton
- Lexington
- Lynnfield
- Needham
- Reading
- Sudbury
- Wakefield
- Wayland
- Wellesley
- Westford
- Weston
- Westwood
- Winchester
- Municipal Light Plant
  - Danvers
  - Groton
  - Hingham
  - Ipswich
  - Marblehead
  - Mansfield
  - Shrewsbury
- Water
  - Lincoln
  - Littleton