



**Town of Concord**  
**Human Resources Department**  
**MEMORANDUM**

March 14, 2023

TO: All Non-Union, Regular Status Employees  
FROM: Amy Foley, Human Resources Director   
RE: **Class & Comp Study: GovHR's Final Recommendations after Reconsideration Process**

**GovHR's Final Recommendations**

We have reached another important milestone in our Classification & Compensation Study process! GovHR reviewed each of the reconsideration request forms and supporting information submitted by employees and engaged department heads in evaluating feedback received. After careful consideration and additional review, GovHR is now preparing their final recommendations to the Town.

Later this week, GovHR will issue its final report for consideration by the Town Manager and Personnel Board. The final report will contain a recommended Classification & Compensation Plan that includes the following amendments from the preliminary proposal presented on 2/21/2023:

- most salary ranges were increased; all reflect a 40% spread from minimum to maximum to prevent loss of compensation growth,
- some positions were moved from one grade to another based on additional analysis, and
- some titles were adjusted to better reflect position responsibilities.

The GovHR report will be posted on the Town's website; you will receive a notice when this happens. On March 22<sup>nd</sup>, the Personnel Board will consider recommendations made by GovHR and the Town Manager. The Personnel Board will vote on what plan to bring forward to Town Meeting. After Town Meeting, as is done every year, salary increase policies for FY24 will be adopted based on the approved Plan and budget.

**Status of Reconsideration Requests**

If you submitted a request for reconsideration, you will receive a separate email this week advising you that it falls in one of the following categories:

- 1) Accepted by GovHR,
- 2) GovHR believes your request is addressed in the final classification & compensation recommendations, or
- 3) GovHR has returned your request to the Town for further review.

If further review is required, you will be contacted by Human Resources within the next 30 days to schedule a meeting.

Your participation and cooperation continues to be instrumental in moving forward with the Town's classification and compensation system goals. Thank you!

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**Upcoming Key Dates:**

3/22/23 @ 5:15 p.m. – Personnel Board Meeting (vote on GovHR's recommendations is anticipated)  
3/27/23 @ 7:00 p.m. – Continued Public Hearing for Articles 5 & 6 (proposals for a new or amended Plan)  
4/30/23 @ 1:00 p.m. – Town Meeting