

# **ARTICLE 5: RATIFY PERSONNEL BOARD CLASSIFICATION AND COMPENSATION PLAN**

Ms. Cobbs moves that the Town take affirmative action on Article 5 as printed out in the handout.

# Clarification

- Article 5 does not cover how much money is spent on salaries.
  
- Items still subject to approval include
  - Job Titles
  - Groupings/Grades of Positions
  - Salary Ranges

# Objective

- A Classification & Compensation Plan that considers:
  - Uniform salary ranges based on job responsibilities and requirements
  - Equal pay for equal work
  - Internal equity across departments
  - External competitiveness of salaries
  - Comparability with salaries of unionized employees

# Components of a Plan

- Classification
  - Job Evaluation – Internal Equity
  
- Compensation
  - Salary Survey – External competitiveness and benchmarking of positions in comparable communities.

# Updated Plan

We have provided for Town Meeting a handout with the most current version of the plan which has been updated since the warrant was printed.

# **Recommendation**

The Personnel Board recommends affirmative action on Article 5 as printed in the warrant and in the updated filing with the Town Clerk and as presented for amendment at Town Meeting.

# **ARTICLE 5: RATIFY PERSONNEL BOARD CLASSIFICATION AND COMPENSATION PLAN**

Ms. Cobbs moves that the Town take affirmative action on Article 5 as printed out in the handout.

# Back Up Slides

## 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

Reminder:

- Town Meeting action on Article 5 will align salary ranges (min - max) (not actual salary increases) with the 2023-approved C&C Plan.
- Actual salary increases are set by the Town Manager & Personnel Board based on the approved budget

# 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