

# **ARTICLE 5. Ratify Personnel Board Classification and Compensation Plan**

Mr. Mrachek moves that the Town take affirmative action on Article 5 as printed in the Warrant, with the amendment and addition of the following positions voted subsequent to the closing of the Warrant: Amend the title of “Geriatric Health Nurse” to “Council on Aging Wellness Nurse” under Grade 5; add “Utility Billing Coordinator” to Grade LP-6 effective February 11, 2026; and add “Administrative Services Manager” to Grade 8, effective March 11, 2026.

# 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

- 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 Compensation Plan

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

# Step Chart

- On July 1, 2024, the Town built an 18 step chart within the framework of the GovHR Compensation Plan.
- Assuming successful performance, an eligible employee moves one Step each year until Step 18 is reached.
- The step chart provides employees with predictability of their salary from year to year. It also simplifies budgeting.

# **FY2027 Request**

- No adjustments were made to the Town's Compensation Plan from FY2025 to FY2026, which would have resulted in a "COLA" adjustment for eligible employees.
- For FY2027, the Town Manager and the Personnel Board are recommending an adjustment to the Compensation Plan of 1.2%.
- This will provide for a minimum 1.2% base wage adjustment for eligible, non-union employees.

## **Why a 1.2% Adjustment?**

- The adjustment is based on the Consumer Price Index; Boston area CPI-U is 3.2%.
- If/when the CPI-U exceeds 2%, the Town will provide a COLA equivalent to the excess over 2%.

# **Updated Compensation Plan**

We have provided for Town Meeting a handout with the most current version of the Compensation 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.

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