

Personnel Board Meeting Minutes
November 20, 2013
First Floor Meeting Room, Town Hall 9am

The meeting was convened on Wednesday, November 20, 2013 at 9am

Present: Tony Butterfield, Chris Hoffmann, Charles Scherpa, Rebecca Woodland and Ron Bell
Diana Stein, Select Board liaison

Others: Deborah Radway, Director of Human Resources, Kay Zlogar, Trust Administrator, John Musante, Town Manager

Agenda Review/Additions- None

Old Business: None

- Minutes of October 2013 meeting reviewed and approved unanimously

New Business:

- *Compensation Study Update: Sandy Stapczynski, Human Resources Services, Inc.*

3 handouts were distributed. Draft market comparable salary charts, market comparable and health benefits together, and a health benefits comparable chart.

Review of select positions to be evaluated, separation of data regarding DPW union from non union.

Compensation plan will be constructed for non union positions only. Market data being compiled for both non union and DPW –S unit.

Preliminary Observations:

-more market data is required and is being actively sought. HR Director will assist, as some communities will respond to a colleague more readily than a consultant.

-Amherst is unique and difficult to accurately compare to. It is more sophisticated than most western MA communities and some of the other UMASS campus communities, but lacks the cost of living of some of the well managed eastern MA towns we might compare ourselves to.

-Entry rate salaries are low across the board.

-11 steps in a compensation plan is generally too many. 8-9 steps is more common. A minimum to maximum spread on salary range for a modern plan should be 22-30%. This would require steps of 2-3% each.

-In some compensation plans ranges for top level executive positions are broader.

-Market data comparisons do not include stipends, longevity or other special pay.

-Some comparable market data surveys omit the high and low numbers if they are true outliers.

-Questions for the Personnel Board to consider for next meeting-

- What is the desired number of steps and what should the value of each step be?
- Should there be a separate top management compensation plan?
- What is the town's compensation philosophy? For example, does it want the total compensation package including benefits to be "the" or "an" employer of choice in western Mass and generally competitive statewide?
- Do we want to tie compensation to performance?

-Ms. Stapczynski will return for the December meeting with comprehensive comparability data and a recommended pay and classification system for Personnel Board review. The Board asked to have the information in advance of the meeting so it could study it prior to the meeting.

- New Hires and Exits Report- There was one exit and six new hires since the October meeting. All of the hires are replacement positions except one new full time electrical inspector position.

Other Business: Members were encouraged to let Deb Radway know if they are able to attend the Holiday Party on December 6, 2013.

Meeting adjourned at 10:15 am. **Next Meeting: December 18, 2013**

Deb Radway, notetaker