

Personnel Board Meeting Minutes
February 19, 2014
First Floor Meeting Room, Town Hall 9am

The meeting was convened on Wednesday, February 19, 2014 at 9am

Present: Tony Butterfield, Chris Hoffmann, Charles Scherpa and Ron Bell

Others: Deborah Radway, Director of Human Resources; John Musante, Town Manager, and Diana Stein, Select Board Liaison.

Agenda Review/Additions- None

Old Business: None

1. Minutes of January 14, 2014 meeting were reviewed and approved unanimously.
2. Chair asked for any comments regarding the FINAL Compensation Study Report received by the Board on January 15, 2014. Chair expressed his continued satisfaction with the breadth of the content. There were no other comments.

New Business:

1. Comments and Observations from the Board regarding the January 15, 2014 conversation with non-union staff—most non-union staff were present and seemed favorable to compensation philosophy expressed.
2. Review of Non-Union employees who responded to Chair's request for comments:
 - o 14 comments received; 2 of which were just comments
 - o 4 Comments resulted in formal appeals of proposed classification by employees, with full packets of information including letter of support or endorsement from their Department Head, as required by the Personnel Procedures Manual.
 - o 3 Comments requested appeals but were missing required documentation and did not include support of their Department Head.
 - o 5 Comments were submitted by non-union employees concerned about their classification but not requesting review or appeal at this time.

The Chair acknowledged receipt of all comments and reiterated that classification appeals can be made at any time. To expedite the process, the Chair appointed himself and member Ron Bell to conduct a review of the appeals, using the process described in the Personnel Procedures Manual. Simultaneously, the HR Director conducted an analysis of the appeals, and the review committee used her data to verify their own conclusions.

The four appeals were from the Library Facilities Coordinator (Grade 2), the Network Analyst-IT/Public Safety (Grade 4), the LSSE Golf Facilities Coordinator (Grade 2), and the Assistant Director of LSSE (Grade 5),

- A. Library Facilities Coordinator-A Reclassification to Grade 3 is requested. Although the HR Director recommended postponing a decision until additional data could be gathered in the spring, after careful review, the Review sub-committee recommended a reclassification of this position from Grade 2 to Grade 3. Mr. Scherpa expressed concern about treating Library positions differently than similar Town positions.
- B. Network Analyst-IT Public Safety- A Reclassification to Grade 5 is requested. After careful review the HR Director and the Review sub- committee support a reclassification of this position from Grade 4 to Grade 5.
- C. Golf Facilities Coordinator- A Reclassification to Grade 4 (two grades) is requested. The HR Director noted that this position was reclassified by the Personnel Board to Level G in 2007 when golf course management responsibilities were assigned to a new Assistant Director position. It was mistakenly advertised and offered to the incumbent as a Level I, where it has remained. After careful review, including relevant responsibility and salary data from other communities in the area and beyond, the review sub-committee did not find the evidence presented in favor of an upgrade to Grade 3 or 4 persuasive and supports the recommendation of the Consultant.

- D. Assistant Director LSSE- A Reclassification to Grade 6 is requested. After careful review of relevant responsibility and salary data from other communities in the area and beyond, and consideration of internal equity within the classification schedule, the Review sub-committee and the HR Director recommended that the position remain a Grade 5 as proposed by the Consultant.
3. The remaining board members were invited to examine the appeals themselves. None felt it was necessary; they were satisfied with the work of the subcommittee.
4. A motion was made by Mr. Butterfield, seconded by Mr. Hoffman to recommend reclassification of the Library Facilities Supervisor position to Grade 3 in the new compensation plan. The vote was 4-0 in favor.
5. A motion was made by Mr. Butterfield, seconded by Mr. Hoffman to recommend reclassification of the Network Systems Analyst-Public Safety position to Grade 5 in the new compensation plan. The vote was 4-0 in favor.
6. A motion was made by Mr. Butterfield, seconded by Mr. Hoffman to support the recommendation of the Consultant with regards to the proposed classification of the Assistant LSSE Director. The vote was 4-0 in favor.
7. A motion was made by Mr. Butterfield, seconded by Mr. Hoffman to support the recommendation of the Consultant with regards to the proposed classification of the Golf Facilities Coordinator. The vote was 4-0 in favor.
8. Mr. Butterfield made a motion, seconded by Mr. Bell, to recommend adoption of a new Town of Amherst FY 15 Proposed Classification/Grade Plan to the Select Board without further consideration of a cost of living increase.
9. In response to employee concerns about equity, Mr. Butterfield made a motion, seconded by Mr. Scherpa, to recommend to the Select Board consideration of a cash payment not added to base salary, so that employees on the new salary plan receive at least a 2% increase in regular wages in FY 15 over what they received in regular wages in FY 14.
10. Mr. Butterfield reminded the Board that the Consultant recommended granting COLAs in future years.
11. Mr. Butterfield reported that he had carefully reviewed all three appeals submitted that were neither completed as requested or supported by the Department Head. He found no compelling evidence to overrule the Department Heads. Mr. Scherpa reported that he had received only two calls from employees concerned about their classifications and neither expressed intention to appeal them at this time. Mr. Butterfield indicated his intention to respond to the comments and “negative” appeals personally.
12. The Board discussed its presentation on their recommendations to the Select Board on Monday, February 24, 2014.
13. New Hires and Exits Report- There was one new Hire (Inspections Management Assistant) and no exits since the January meeting.
 - Schedule of upcoming meetings-Wednesday March 19, April 16, 2014, May 21, 2014.

Meeting adjourned at 10:30am.

Deborah Radway
Notetaker