

Personnel Board Meeting Minutes  
June 18, 2014  
First Floor Meeting Room, Town Hall 2pm

The meeting was convened on Wednesday, June 18, 2014 at 2:00pm

Present: Tony Butterfield, Chris Hoffmann, Rebecca Woodland and Ron Bell

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

Agenda Review/Additions- None.

**Old Business: None**

- Minutes of May 21, 2014 meeting were reviewed and approved unanimously.

**New Business:**

1. Town Manager request-new classification Senior Center Social Worker—The Town Manager has created a new non-union position of Social Worker for the Senior Center , and requests Personnel Board review and approval to place it on the Non-Union salary schedule at Grade 2. Background--A part time position that has existed for years has had hours increased both in FY 14 and again in FY 15 due to increased caseload volume and projected long term demographics. The position is budgeted for 30 hours per week in FY 15, and is benefited and needs placement on the salary schedule. Ms. Woodland inquired about empirical data supporting the increase in hours. Mr. Musante replied that he and the Finance Director had examined caseload data and backlogs of request for services during the FY 15 budget process and was convinced of the need to increase hours. Ms. Woodland asked if there would be a corresponding decrease in hours of the Program Director position. Ms. Radway replied that this would be in addition to the Program Director's full time schedule.

Deb worked with the Senior Center Director and Program Director to develop a formal job description. Deb and Kay then independently evaluated the position description for grade level using the position rating system provided to the Town with the Compensation Study. Both reported scores consistent with Level 2 on the Salary Schedule. An external comparison with non-profit social workers-government sector in Amherst on [www.indeed.com](http://www.indeed.com) and [www.salary.com](http://www.salary.com) confirmed the appropriateness of this salary classification.

**After discussion, a motion was made by Chris Hoffmann, 2<sup>nd</sup> by Rebecca Woodland, and voted 4-0 to place the Social Worker position on Level 2 of the salary schedule.**

**Old Business:**

2. Continuation of discussion of revision to part-time non-benefited salary schedule:

Ms. Radway reported that the state Legislature had just passed legislation increasing the minimum wage to \$9 on January 1, 2015; \$10 on January 1, 2016 and \$11 on January 1, 2017. As requested at the May meeting, she is working to develop a revision to the part time non benefited wage schedule based on Mr. Scherpa's recommendation to eliminate steps under the minimum wage, and also on an option to revise the wage schedule for the entire part time non-benefited employee group. This is more complex than originally anticipated, but options will be presented in the fall in time for January 1 implementation after the HR staff has reviewed options with department heads. The best times to introduce any revision to this schedule is October 1 or January 1 due to hiring and program completion schedules.

There was further discussion of a Longevity payment to long term part time non-benefited employees. There are about 26 out of 325 total non-benefited employees with 10 or more years of

service. 6 of these average more than 10 hours per week. The average # of hours worked is 7.5 per week. 3 are at the library; 3 are in the Police Dept. Mr. Hoffmann indicated that this had been discussed at a recent Trustees meeting. The Personnel Board asked to discuss this with the Library Director at its next meeting. Ms. Woodland expressed that she would like to identify the problem and try to solve it, rather than try to solve what we think is the problem. She inquired if part time staff receive performance feedback. The Library Director will be invited to the next meeting.

3. Report on new hires and exits, FY to date and last month. 2 exits and 1 hire.
4. Review of Personnel Procedures Manual—The Chair indicated that he had done a preliminary personal run through of what changes he thinks should be made to the Personnel Procedures Manual in FY 15. He then passed his marked up copy to Ms. Woodland. The Chair also recommends that the Board review and consider amending the Personnel Bylaw
5. Schedule of upcoming meetings – no meeting in July. Next meeting tentatively set for Tuesday, August, 12 at 9:30am.

Meeting adjourned at 2:50pm

Deborah Radway  
Notetaker