

Personnel Board Meeting Minutes
September 21, 2016 First Floor Meeting Room Town Hall

The meeting was convened at 9:00 am.

Present: Tony Butterfield, Ron Bell, Charlie Scherpa, Catharine Porter and Chris Hoffmann

Others: Deborah Radway, Director of Human Resources, Connie Kruger, Select Board liaison, Kay Zlogar, Health Trust Manager, Joanne Misiaszek, Human Resources Manager, Paul Bockelman, Town Manager

Absent: none

Introductions- Joanne Misiaszek introduced herself as the Town's Human Resources Manager and provided background information on herself.

Agenda Review/Additions – none.

Old Business:

- Minutes of August, 2016 meeting were approved as presented, unanimously.
- Timeline for revisions to Personnel Procedures Manual were reviewed and acknowledged.

New Business:

- Part Time Wage Schedule for 2018
 - Ms. Radway revisited the history of the part time hourly wage schedule. Prior to 2015 it had last been updated in 2008. January 1, 2015 it was revised to reflect the state's minimum wage at \$9.00 hour at Level 1 Step 1. Level 2 started at \$10.00 and Level 3 started at \$11.00. This structure provided for the elimination of one level each year of the state mandated minimum wage increase. The January 1, 2016 part time wage schedule starts at Level 3 at \$11.00. There are 6 levels (Levels 3-8) each with 7 steps ranging from \$11 to \$31.20 per hour.
 - During the discussion to adopt this salary plan in 2015, the Personnel Board and Select Board asked for an analysis to be conducted towards the end of the 3 year phase in of the new minimum wages. They wanted to know the impact on LSSE and the Library after they had absorbed the increases and evaluated the effectiveness on morale, retention and budget. The analysis revealed that compression exists only at Level 3, with entry level and experienced seasonal workers at LSSE, and entry level and year round Library workers all being paid at Level 3 between 11-13.36/hour. Concern was expressed about the morale and retention of valued long term reliable hourly workers being paid relatively the same as new hires.
 - To address this concern, a simple solution of adding 2 steps above the current maximum part time wage rate is proposed. The part time wage schedule currently has 7 steps and the DPW, SEIU and non-union salary charts have 11 steps. Two additional steps will provide the differentiation needed between new hires and long term employees.
 - Discussion- Mr. Scherpa feels that there are too many steps (Fire and Police have fewer). Ms. Radway explained the problem with trying to keep 7 steps but raise the base to \$11 and raise the top to relieve the compression- you end up with bigger steps than are given to full time employees. The Library and LSSE like the simplicity and also have the ability to increase wages based on merit to those who have been stuck at the top rate. In future years, a COLA can be applied if deemed necessary.
 - **Mr. Butterfield made a motion to accept the proposed FY 18 Salary Schedule for Hourly Part Time employees, with a commitment to continue to review it going forward. Catharine Porter seconded the motion and it passed 5-0, no abstentions. To be scheduled to present at a Select Board meeting.**
- **Recruiting Update:** Ms. Radway provided an update of all open positions and recent hires. Mirroring the diversity of the community within the town workforce continues to be a challenge in Amherst. HR and Departments attend college career fairs, participate in CMASS workshops and promote job openings, but government work is not always a first choice. Need to continue to focus on this and look for ways to increase the pipeline of diverse applicants.

- **New Hires and Exits Report:** For Fiscal Year 17 to date there have been 8 exits (2 female, 6 male, all white) and 8 new hires (2 female, 6 male, all white). There are additional pending new hires who are both female and reflect more diversity.
- **TRIBUTE TO KAY ZLOGAR – After 45+ years of service to the Town of Amherst,** Kay Zlogar is retiring at the end of September, 2016. Kay has been the Personnel Board's go to person for personnel matters, labor relations, benefits and general advice for many decades. Mr. Scherpa made a motion, passed by acclaim, to acknowledge Kay's vast contributions to the Town and to thank her for her almost 46 years of service.
- Schedule of Upcoming Meetings-, October 19, November 16, December 14 or 21, January 18, 2017.

Meeting adjourned at 10:00am

Deborah Radway, notetaker