

HUMAN RESOURCES BOARD

October 3, 2014

The meeting was called to order by Chairman Ilissa Povich at 7:37 AM in the Human Resources conference room on the second floor of the Wellesley Town Hall. Present were Board members Laura Hockett, Julie Moore, Barbara Peacock-Coady, and John Roslansky. Also present were Advisory Committee liaison Thomas Engels, Human Resources Director Scott Szczebak and Senior Human Resources Generalist Cheryl Daebritz. Director of Facilities Joseph McDonough attended the first part of the meeting.

The first item on the agenda was Mr. McDonough's request to re-establish the position of Financial Analyst, Job Group 56, in the Town's Classification and Salary Plan. Ms. Povich gave a brief history. Ms. Joanne Rebelo was hired as the Financial Analyst in June 2012 and resigned approximately four and one-half months later. At that time, the Facilities Maintenance Department then decided that it did not need an employee at that level and established the position of Financial Assistant, Job Group 53, in the Town's Classification and Salary Plan. That position was filled by Danielle Gariepy in January 2013 and Mr. McDonough requested that the position of Financial Analyst be deleted from the Town's Classification and Salary Plan.

Mr. McDonough explained that Ms. Gariepy is doing an outstanding job and is functioning at the level of the Financial Analyst. Mr. McDonough would like to recruit for the Financial Analyst position and therefore is requesting that the position be re-established in the Classification and Salary Plan. Mr. McDonough answered the Board members questions and added that Executive Director of General Government Services Hans Larsen and Finance Director Sheryl Strother both support re-establishing the position. Upon a motion duly made and seconded, the Board voted unanimously to re-establish the position of Financial Analyst, Job Group 56, in the Town's Classification and Salary Plan, effective immediately. Mr. McDonough thanked the Board and left the meeting.

The next item on the agenda was Department of Public Works (DPW) Assistant Director David Cohen's request for a vacation variance to the Town's Classification and Salary Plan. Mr. Cohen and Town Engineer David Hickey attended the meeting to explain the rationale for the request and to answer any questions. Mr. Hickey gave a brief history of the Fuller Brook Project. An engineer was to be hired on a temporary basis for three years to oversee the Park's reconstruction project, and after a standard recruitment process, an employee was hired into that position in July 2014. Shortly thereafter, the employee announced that he was resigning that position, but said he would stay on until a replacement was found. Several candidates from the original applicant pool were interviewed but determined not to be fully qualified. The position was re-posted Town-wide. The DPW approached Mr. Peter Jackson, who had been involved in an earlier phase of the Fuller Brook Project, to determine his interest in the project management position. Mr. Jackson requested being granted three weeks of vacation time per year, with the additional proviso that 1.5 weeks of vacation time be credited every six months. Following a brief discussion and upon a motion duly made and seconded, the Board voted unanimously to approve Mr. Cohen's request for a vacation variance for Mr. Jackson, effective on the date of hire.

The next item on the agenda was a confirmation vote to hire Mr. Brandon Schmitt as the Director of Natural Resources at an annualized salary of \$77,855 (SIR = 115.0%). Upon a motion duly made and seconded, the Board voted unanimously to confirm the starting salary of \$77,855, effective on the date of hire.

Mr. Szczebak distributed drafts of two documents designed to make the new hire orientation process easier for newly hired employees. The "New Employee Orientation Information" booklet contains forms that need to be completed and information regarding the benefits that new employees are entitled to. The "Municipal Policies Booklet" consists of copies of Town-wide policies. He added that other versions of the "New Employee Orientation Information" will be produced: one for School Department employees and another for non-benefit eligible employees. A "Benefits At A Glance" booklet is in the early development stage.

The next item on the agenda was a discussion of the Town's FY 15 compensation survey. The data in the survey are used to determine the Board's recommendations to the Advisory Committee regarding the percentage of increase to the steps of the salary schedule for 40-series employees and the percentage of increase to the midpoints of the salary ranges for 50-series employees. The Board of Selectmen would like to issue budget guidelines for FY 16 by mid-October. Board members entered into a lengthy discussion on issues such as the Town's compensation philosophy regarding salaries at or above market, outliers, turnover, compelling reasons to recommend increases above 2% and the Town's overall position on the FY 16 budget guidelines. The Board decided to meet on October 14th at 7:30 AM to decide on its recommendations to the Advisory Committee regarding increases to the salary structures of non-union employees.

Upon a motion duly made and seconded, the Board voted unanimously to approve the ratification list.

The Board suggested a minor change to the language in the minutes of the September 2, 2014 meeting and upon a motion duly made and seconded, the Board voted unanimously to approve the minutes as amended.

Upon a motion duly made and seconded, the meeting adjourned at 9:02 AM.

Respectively submitted,

Barbara Peacock-Coady
Secretary

DOCUMENTS USED AT THE MEETING: agenda, Document List, Mr. McDonough's request to re-establish the position of Financial Analyst, segment of the April 28, 2014 minutes deleting the position of Financial Analyst, copies of job descriptions for Financial Analyst and Financial Assistant, Ms. Gariepy's cover letter and resume, Mr. Cohen's vacation variance request, section

of the Appendix to the Town's Classification and Salary Plan outlining vacation policy, Town-wide posting for Fuller Brook Project position, Mr. Jackson's resume, page one of the General Wage Schedule, announcing Mr. Schmitt's hiring, Mr. Schmitt's application and resume, FY 15 compensation survey summary data, ratification list, recruitment report, September 2, 2014 minutes, New Employee Orientation Information and Municipal Policies Booklet.