

HUMAN RESOURCES BOARD

October 14, 2014

The meeting was called to order by Chairman Ilissa Povich at 7:35 AM in the Human Resources conference room on the second floor of the Wellesley Town Hall. Present were Board members Laura Hockett, Julie Moore, and Barbara Peacock-Coady. Also present were Advisory Committee liaison Thomas Engels, Human Resources Director Scott Szczebak and Senior Human Resources Generalist Cheryl Daebritz.

The only item on the agenda was salary recommendations for non-union personnel which are in large part based upon compensation survey data from the Town's comparable communities. Board members had received copies of the compensation survey and a memorandum containing Mr. Szczebak's recommendations for FY 16 increases for non-union employees.

Ms. Povich specifically inquired as to the reason(s) the actual salary of the Health and Social Services Administrator was significantly lower than that of our comparables. Ms. Daebritz explained that that position consistently lagged behind market and that a closer examination of that position had been planned for FY 13, but was subsequently delayed when the incumbent resigned. She further explained that when other 50-series positions have had a history of lagging behind market, a more thorough review as to the causes may be conducted and potential remedies, such as a one-time salary adjustment or a reclassification of the position, suggested.

As a review, the mechanics behind step increases for 40-series employees were explained. Funds for step increases are factored into each department's budget requests for the upcoming fiscal year. Merit pay plan employees' salary increases are determined by their overall performance evaluation and their standing in the range. Funding is derived from the transfer of funds from the merit pay plan pool (a separate pool of money appropriated to the Board) to the individual departments as appropriate. Most of the Town contracts include a 2% increase for FY 16.

The discussion then focused on the amount of money the Board would request for the merit pay plan pool. Mr. Szczebak recommended \$152,500, which is equivalent to a 2.5% increase for 50-series employees. It was explained that the salary adjustment portion of the merit pay plan pool is used to help departments fund promotional and reclassification increases. Upon a motion duly made and seconded, the Board voted unanimously to request \$152,500 for the merit pay plan pool.

The percent increase to the wage structure for 40-series employees was the next topic. Ms. Povich explained that historically, the wage structure for 40-series lagged, sometimes significantly, behind our comparables. A 3% increase was approved in FY 15 to help remedy this, as the Town wishes to attract and retain qualified candidates. Mr. Szczebak recommended a 2.5% increase in the wage structure for FY 16. Following a brief discussion, and upon a motion duly made and seconded, the Board voted unanimously to recommend a 2.5% increase to the 40-series wage structure for FY 16.

A recommendation to increase the midpoints of the salary ranges for 50-series employees was tabled as an adjustment to the salary ranges does not have any direct fiscal impact and the Board of Selectmen indented to develop FY 16 budget guidelines at its meeting tonight.

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, Mr. Szczebak's salary recommendations memorandum, FY 15 compensation survey.