

REPORT OF THE HUMAN RESOURCES BOARD

The Human Resources Board is comprised of five residents appointed by the Town Moderator to oversee the Town's human resources function. In accordance with the Town Bylaw the Board administers the Classification and Salary Plans for non-union personnel; recommends, establishes, and administers personnel policies and procedures; and maintains employment records. The Human Resources Department staff is responsible for administering employee and retiree benefits and assisting Town departments with a wide range of employment, labor relations and employee relations activities. An essential part of its mission is to support management and employees alike and to foster equitable application of personnel policies and practices throughout the Town.

Wage, Benefit, and Human Resources Administration

The Board is responsible for making recommendations to Town Meeting on salary and wage adjustments for non-union employees. In order to fulfill this responsibility the Board conducts annual surveys of comparable communities to ensure that our wage schedules and salary ranges are competitive, while remaining responsive to fiscal conditions and budget constraints. The 2013 Annual Town Meeting approved the Board's recommendation to provide a 2% adjustment to the schedule of hourly rates of pay for non-exempt employees. The salary ranges for exempt employees were adjusted by 1.5% at the midpoint. An appropriation of \$130,000 was made to the Board for FY 14 salary adjustments. Of that amount, \$110,000 was targeted to provide variable performance-based merit increases with an average increase of 2.0%. The remaining balance was made available to make salary adjustments for individuals whose salaries appear to be significantly below the market rates as documented in our surveys. FY 14 will be the second year of an initiative to identify and correct compensation inequities. The Board may also expend those funds to support mid-year changes in payroll levels from reclassifications or promotions.

Training and Development

The Department's major training activity in FY 13 was on unlawful harassment. Over 300 employees attended one of 11 sessions conducted by attorneys from the law firm of Morgan, Brown & Joy, the Town's labor counsel. Other training activities during the year included a program on working in an intergenerational environment, offered through the regional Municipal Training Group; and several programs delivered by HR department staff, including how to conduct a performance appraisal, and post-retirement health insurance options. The Department coordinates the annual CPR/AED that is conducted in by the Wellesley Fire Department.

Recruitment and Affirmative Action

Employment activity during FY 13 increased considerably from the level of the prior year, in part as a function of the establishment of the consolidated Facilities Maintenance department. HR assisted in the recruitment and hiring of new managers, maintenance personnel and custodial staff. The HR Department received 64 requisitions for a total of 67 benefit-eligible positions. Internal applicants filled 31 of

those positions, external hires accounted for 26 positions, nine were still open at the end of the fiscal year and one was withdrawn.

Board and Staff Changes

The Board met 16 times during FY 13. Susan Hurwitz served as chairman, with new member Ilissa Povich as vice-chairman and Nancy Saperstone as secretary. John Roslansky also joined the Board as a new member.

Respectfully submitted,

HUMAN RESOURCES BOARD

Kindy (Alicia) Blatchford
Susan Hurwitz

Ilissa Povich
John Roslansky

Nancy Saperstone