

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 2015 Annual Town Meeting approved the Board's recommendation to provide a 2.5% adjustment to the schedule of hourly rates of pay for non-exempt employees. The salary ranges for exempt employees were adjusted by 2% at the midpoint. An appropriation of \$160,000 was made to the Board for FY 16 salary adjustments. Of that amount, \$145,000 was targeted to provide variable performance-based merit increases with an average increase of 2.5%. The remaining balance was made available to make salary adjustments to support mid-year changes in payroll levels from reclassifications or promotions that are not able to be funded in the applicable department's budget.

Training and Development

The Department's major training activity in FY 15 was conducting voluntary training sessions on using the new performance evaluation system, presentations covering the health insurance changes and a seminar on time management. Other training activities during the year included a program on retirement planning offered through the regional Municipal Training Group and a program on how to conduct employee evaluations delivered by HR department staff. The Department coordinates the annual CPR/AED that is conducted by the Wellesley Fire Department. The Department's wellness programs continue to focus on walking programs and stress reduction.

Recruitment and Affirmative Action

Employment activity during FY 15 remains steady, in part due to retirements within the Department of Public Works, IT Department, Facilities Maintenance and the reorganization of the Natural Resources Commission. In total, the Human Resources Department filled 51 benefit-eligible positions that were vacant due to retirement, resignation, promotion, termination or being newly created.

Board and Staff Changes

The Board met 13 times during FY 15. Ilissa Povich served as chairman, with Laura Hockett as vice-chairman and Barbara Peacock-Coady as secretary. Meryl Fink joined the Board as a new member for FY 16. The Human Resources Board would like to recognize Ilissa Povich and thank her for her dedication to the Town of Wellesley and her guidance to the Human Resources Board. Her experience, knowledge and concern for the employees of the Town of Wellesley will be missed.

Respectfully submitted,

HUMAN RESOURCES BOARD

John Roslansky
Laura Hockett

Barbara Peacock-Coady
Julie Moore

Meryl Fink