

Town of Southborough
Personnel Board

**Proposed Revisions for the FY21 Personnel Bylaw Entitled
“The Salary Administration Plan”**

Section-by-Section Detail

Spring Town Meeting 2020

Personnel Board

**Jay Dietz
Doriann Jasinski
Dave Nixon
Betsy Rosenbloom, Chair
Barry Rubenstein**

APPROVED MARCH 11, 2020

Section	Change & Comment
Title	Strike “revised at March 23, 2019 Annual Town Meeting” and insert the following language: [revised at March 28, 2020 Annual Town Meeting]
6	<p>Recommendation: In Section 6(d), add the word “annual” before the word “salary” where it appears in this section, and add the word “The” at the beginning. The section now reads:</p> <p style="padding-left: 40px;">d. The annual salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.</p> <p>Comment: This clarification was made necessary by the Board’s proposal to include hourly as well as annual salaries in the Schedule A salary table.</p>
7	<p>Recommendation: delete Section 7(d)(3) relating to six month “probationary” reviews and pay increases.</p> <p>Comment: The Board undertook a review of the provisions of the SAP relating to probationary employees in concert with the Personnel Director and Special Town Labor Counsel Timothy Norris. The Board voted to abolish the practice of “probationary” salary reviews and increases at six months. Employees will be eligible for a review and a raise one year from their date of hire. Counsel advised that this was a policy, not a legal matter.</p>
9	<p>Recommendation: add additional language to Section 9(b) relating to the “probationary period.”</p> <p>Comment: The Board undertook a review of the provisions of the SAP relating to probationary employees in concert with the Personnel Director and Special Town Labor Counsel Timothy Norris. The Board voted to maintain the “probationary employee” status and to strengthen the language in the SAP. The language added was provided by Special Town Labor Counsel Timothy Norris.</p>
9	<p>Recommendation: amend the section by adding a subparagraph 9(d) to include that the Personnel Board receive notice of SAP employee departures.</p> <p>Comment: The existing 9(c) states that “Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.” In practice, notice comes from the Assistant Town Administrator. This revision would add that Personnel Board receives notice of all departures as well.</p>
11	<p>Recommendation: amend Section 11(i) subparagraph (2) and delete subparagraphs (3) and (4).</p> <p>Comment: These provisions spell out in the detail the Tuition Reimbursement policy of the Town and the procedure for applying and receiving reimbursement. The benefit is not being changed. The Personnel Board and Personnel Director agreed that the detailed procedure for applying and seeking reimbursement is more appropriately stated in a policy than a Bylaw. The benefit remains but will be spelled out in a policy enacted under the Bylaw. The Personnel Board approved such a policy which will be implemented in FY21 if this change is approved.</p>

Schedule A (Full-Time Positions)

Recommendation: Reclassify the position of Deputy Assessor from Grade 4 to Grade 5.

Comment: At the request of the Principal Assessor and the Board of Assessors, the Personnel Board reviewed and determined that the position of Deputy Assessor should be reclassified from Schedule A, Grade 4 to Grade 5.

Recommendation: Delete the existing salary table and insert a new salary table which reflects an increase of 2.1%.

Comment: One of the Board's duties is to review the salary schedules and recommend action to the Town. The Board, in consultation with the Personnel Director and Finance Director voted to recommend to Town Meeting a 2.1% increase in the Schedule A salary ranges. This figure represents the three-year average of the CPI as calculated by the Finance Director.

Recommendation: Revise the table to show hourly as well as annual salary rates for full-time employees.

Comment: Historically, only annual rates for full-time salaries have been shown in the table. The Personnel Board voted to recommend to Town Meeting to include hourly rates as well.

Schedule C (Part-Time Positions)

	<p>Recommendation: Add a new position of Library Technician to Schedule C @ Grade 2.</p> <p>Comment: At the request of the Library Director and Library Board of Trustees and upon presentation and review of substantiating data, the Personnel Board determined that the position of Library Technician should be added to the Schedule C at Grade 2.</p>
	<p>Recommendation: Delete the existing salary table and insert a new salary table which reflects an increase of 2.1%.</p> <p>Comment: One of the Board’s duties is to review the salary schedules and recommend action to the Town. The Board, in consultation with the Personnel Director and Finance Director voted to recommend to Town Meeting a 2.1% increase in the Schedule A salary ranges. This figure represents the three-year average of the CPI as calculated by the Finance Director.</p>
	<p>Recommendation: Revise the table to show annual as well as hourly salary rates for part-time employees.</p> <p>Comment: Historically, only hourly rates for part-time salaries have been shown in the table. The Personnel Board voted to recommend to Town Meeting to include annualized rates as well. The annual rates show what a part-time employee would be paid if they worked 40 hour week, not what part-time employees actually are paid.</p>

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