

OFFICE OF THE TOWN ADMINISTRATOR



MEMORANDUM

DATE: May 11, 2016
TO: Town Council
FROM: Jeffrey D. Nutting, Town Administrator
RE: Compensation Plan Amendment

Annually, we propose adjustments to the compensation plan. This year we are proposing a 2% change in the plan. This does not affect individual positions or personnel. Please see attached memo from the Human Resources Director.

Please feel free to contact me with any questions.



TO: Jeffrey Nutting, Town Administrator
FROM: Stephanie Lutz, Human Resources
DATE: April 6, 2017
SUBJECT: Recommended Modification to Compensation Plan – Non-Union Positions – Effective July 1, 2017

The recommendation DOES NOT result in any changes in compensation for any employees.

A. The Basic Grade Structure.

The Human Resources Management By-Law 25- Section 8 states “From time to time the Human Resources Director will review the compensation plan, which establishes minimum and maximum salaries for pay ranges. This compensation plan shall be submitted to the Town Council for approval prior to implementation.” The Compensation Plan, which provides the potential range (minimum to maximum) of pay for each position, was last adjusted in May of 2016 for FY17.

Sound compensation practice includes numerous factors in a recommendation for a nonunion salary range plan.

- Actions by other similar municipalities: Communities are providing 2 and 3% increases, mixed with similar increases in collective bargaining agreements.

- Prior Year Actions:

	Change in CPI	Increase to Minimums and Maximums
FY15	1.7	2%
FY16	0.7	2%
FY17	1.0	2%

- Union employees of the Municipal Workforce have their pay ranges and pay increases determined by collective bargaining agreements.
 - In FY16 union wages increased by 2.0% in July 2015
 - In FY17 union wages to increase by 2% in July 2016
 - In FY18 union wages increased by 2.0% in July 2017.

- The CPI-U Boston Area from March 2017 is near 2.7%
- BLS Compensation changes – State and Local Government from March 2015 – 2.5%
- Classification Plans in other benchmark communities across the Commonwealth are increasing steadily between 2% and 3%

Data on our competitive market place (communities of similar size and demographics) for key positions shows that our ranges are falling behind the market and will need to be increased in line with our other communities seeking the same pool of candidates. We find that the average pay reported for these positions from other communities is at or near the maximum of their respective ranges and our practice is to hire well below the maximum.

We are beginning to experience a significant turnover of senior staff through retirements. So are competing for experienced employees with other communities facing the same challenge. The plan for future compensation needs is best reviewed independently of the need to advertise and make a job and salary offer.

Recommendation:

Increase the minimums and maximums of ranges by 2.0%.

This modest increase is recommended to place our compensation for key position competitive in the municipal marketplace, which enables us to attract and retain qualified candidates.

Decrease the minimum for grade G1 to \$8.50 which is below the State minimum wage of \$11. The Federal Minimum wage, which we must comply with is \$7.25. The majority of these jobs are filled by young teens who are in sports activities with the Recreation Department

Again, this recommendation DOES NOT result in any changes in compensation for any employees. It provides modestly competitive pay ranges for future recruiting and promotions.

If you have any questions, please do not hesitate to contact me.

Attachment

Compensation Plan FY17			Classification Plan	Compensation Plan FY18			
Min	Mid	Max		Position Title	Min	Mid	Max
\$10.00	\$11.62	\$13.40	G1	Library Page Gate Guard Poll Worker Concession Stand Sales Person Referee Program Aide	\$8.50	\$11.09	\$13.67
\$17,970	\$21,240	\$24,510					G1
\$10.76	\$12.69	\$14.63	G2	Seasonal Labor, Arts/Crafts Instructors Camp/Program Counselor Cook Supportive Day Program Assistant	\$10.98	\$12.95	\$14.92
\$19,617	\$23,181	\$26,744			\$20,009	\$23,644	\$27,279
\$11.76	\$13.87	\$15.98	G3		\$12.00	\$14.15	\$16.30
\$21,438	\$25,328	\$29,218			\$21,867	\$25,835	\$29,802
\$12.77	\$15.11	\$17.44	G4	Office Assistant I	\$13.03	\$15.41	\$17.79
\$23,410	\$27,658	\$31,906			\$23,878	\$28,211	\$32,544
\$13.98	\$16.52	\$19.06	G5	Matron, Senior Camp/Program Counselor Office Assistant II	\$14.26	\$16.85	\$19.45
\$25,562	\$30,197	\$34,831			\$26,073	\$30,801	\$35,528
\$15.25	\$18.03	\$20.81	G6	Office Assistant III, Senior Supervisor, Dispatcher Part Time, Camp/Program Director Program Supervisor, PT Bus Driver, Facilities Technician Managing Cook	\$15.55	\$18.39	\$21.22
\$27,890	\$32,958	\$38,027			\$28,448	\$33,617	\$38,787
\$16.68	\$19.70	\$22.73	G7	Engineering Aide, Van/Bus Driver, Program Coordinator	\$17.01	\$20.10	\$23.18
\$30,473	\$36,002	\$41,532			\$31,082	\$36,722	\$42,363
\$18.23	\$21.53	\$24.83	G8	Secretary Outreach Coordinator,	\$18.59	\$21.96	\$25.32
\$33,283	\$39,319	\$45,354			\$33,948	\$40,105	\$46,261
\$19.74	\$23.42	\$27.10	G9	Executive Secretary, Program Coordinator	\$20.13	\$23.89	\$27.64
\$36,342	\$42,939	\$49,537			\$37,068	\$43,798	\$50,528

Compensation Plan FY17			Classification Plan	Compensation Plan FY17				
Min	Mid	Max		Position Title	Min	Mid		Max
\$21.73	\$25.67	\$29.61	G10	Supportive Day Care Coordinator Licensing Administrator, Web Master, Information Specialisit, Senior Engineering Aide Veteran's Services Officer Facilities Administrator	\$22.16	\$26.18	\$30.20	G10
\$39,691	\$46,898	\$54,104		\$40,485	\$47,836	\$55,186		
\$23.73	\$28.03	\$32.33	G11	DPW Inspector, Construction Inspector	\$24.20	\$28.59	\$32.98	G11
\$43,341	\$51,212	\$59,082		\$44,208	\$52,236	\$60,264		
\$25.85	\$30.58	\$35.31	G12	Assistant Town Clerk, Administrative Assistant, Human Resources Administrator, Payroll Administrator Health Agent Deputy Director, Recreation Department	\$26.36	\$31.19	\$36.02	G12
\$47,220	\$55,866	\$64,513		\$48,164	\$56,984	\$65,803		
\$28.28	\$33.43	\$38.57	G13	Assistant to Town Administrator, Assistant Library Director, Appraiser, Planner I, Solid Waste Coordinator Nurse Office Manager,	\$28.85	\$34.09	\$39.34	G13
\$51,677	\$61,064	\$70,451		\$52,711	\$62,286	\$71,860		
\$30.89	\$36.50	\$42.12	G14	Conservation Agent, Assistant Highway Superintendent, Senior Inspector, Senior Appraiser, Engineering Assistant, Planner II, Environmental Affairs Specialist, System Specialist: Public Works Management Analyst Communications Administrator Database Administrator Assistant Comptroller Assistant Treasurer/Collector	\$31.50	\$37.23	\$42.96	G14
\$56,430	\$66,684	\$76,938		\$57,559.09	\$68,018	\$78,476		

Compensation Plan			Classification Plan	Compensation Plan				
FY17				FY17				
Min	Mid	Max		Position Title	Min	Mid		Max
\$62,350	\$73,352	\$84,355	G15	Purchasing Agent, Assistant Water/Sewer Superintendent, Director Council on Aging GIS Administrator, Human Resources Manager	\$63,597	\$74,819	\$86,042	G15
\$34.13	\$40.15	\$46.17			\$34.81	\$40.95	\$47.09	
\$68,584	\$80,688	\$92,791	G16	Recreation Director, Director of Assessing Manager of Public Facilities	\$69,956	\$82,301	\$94,647	G16
\$37.54	\$44.17	\$50.79			\$38.29	\$45.05	\$51.81	
\$75,443	\$88,756	\$102,070	G17	Building Commissioner, Library Director, Health Director, Director, Planning and Community Dev., Water/Sewer Superintendent Assistant Town Engineer Deputy Director Operations- Public Facilities Highway/Park/Grounds Superintendent	\$76,952	\$90,532	\$104,111	G17
\$41.30	\$48.58	\$55.05			\$42.12	\$49.55	\$56.15	
\$82,987	\$97,632	\$112,277	G18	Comptroller, Human Resources Director Police Lieutenant Treasurer Collector	\$84,647	\$99,585	\$114,522	G18
\$45.42	\$53.44	\$61.46			\$46.33	\$54.51	\$62.69	
\$91,286	\$107,395	\$123,505	G19	Town Engineer Deputy Director/ DPW Operations, Director of Public Facilities Operations Deputy Police Chief * Deputy Town Administrator Deputy Fire Chief**	\$93,112	\$109,543	\$125,975	G19
\$49.97	\$58.78	\$67.60			\$50.97	\$59.96	\$68.95	
\$100,415	\$118,135	\$135,855	G20	Police Chief* Fire Chief, DPW Director, Town Solicitor Finance Director	\$102,423	\$120,498	\$138,572	G20
\$54.96	\$64.66	\$74.36			\$56.06	\$65.96	\$75.85	