

ANNUAL REPORT OF THE PERSONNEL COMMITTEE - 2018

The Personnel Committee annually makes recommendations to the Selectboard and Finance Committee on the salaries and wages for all paid town positions. The Committee also evaluates and recommends changes to the personnel policies and job descriptions of town employees.

The Committee implemented a new process for its annual salary review process. The Committee identified ten similar communities to use as the basis for salary comparisons. The criteria used to identify the ten similar communities were population, geographic proximity, average single-family tax bill, annual total tax levy, median household income, equalized value, CIP% of total assessed value, and road mileage. The ten communities identified as similar to Whately are Shelburne, Westhampton, Ashfield, Buckland, Conway, Hatfield, Hinsdale, Leverett, Pelham and Shutesbury. These same communities will be used for future annual salary reviews.

For FY19, the Personnel Committee made the following salary adjustment recommendations based on the results of its annual salary review:

Position	Current Rate	Recommended Rate
Administrative Assistant	\$18.00	\$19.20
Town Clerk	\$21.73	\$22.60
Assistant Treasurer/Collector	\$20.91	\$22.45

The Personnel Committee voted to recommend that each employee receive a 2.25% cost of living adjustment for all town employees.

The Personnel Committee is made up of two representatives appointed by the Moderator, one representative from the Board of Selectmen, one from the Finance Committee, and one employee elected by the employees. The Town Administrator serves as a non-voting member.

The Personnel Committee believes it has balanced the needs of the employees with the financial resources of the town to make responsible salary and wage recommendations for FY19.