

WHATELY PERSONNEL COMMITTEE

February 20, 2020

Town Office Building

4 Sandy Lane

Whately, MA

Member present: Keith Bardwell, Joyce Palmer–Fortune, Elizabeth Orloski, Susan Baron, Town Administrator Brian Domina and Administrative Assistant Amy Schrader.

The meeting was called to order at 7:01 p.m.

A motion was made and seconded to approve the February 6, 2020 minutes. Vote was unanimous.

Keith Bardwell (Personnel Committee Chair) inquired if any additional information has been provided for the FY21 Wage/Salary Survey. Brian stated that as of right now, we have no additional information. Majority of the 10 comparable towns are working on COLA and salary increases right now.

Cost of Living Adjustments (COLA) – The Committee had a brief discussion regarding FY21 COLA and the monetary difference between a 1.5% or 2.5% COLA and potential health care increase. Brian informed the Committee that this year we are not expecting any health care premium increases for the upcoming fiscal year. If the town voted for a 2.0% COLA increase it would be similar to what the school is receiving. After a brief discussion, a motion was made and seconded to recommend a 2.0% COLA increase. Vote was unanimous.

Review and discuss the updated salary survey and wage adjustment requests –

Keith informed the Committee that the Part-time Operator and Laborer position have a 1 cent salary difference. Over the past few years, the Part-time Operator position should be paid more than a Part-time Laborer position due to the fact that the Operator position holds several licenses. The Committee inquired how often this position is filled and for how many hours? Keith stated that this position isn't hired often. As of right now, the part-time Operator position works 40 hours. With the potential hourly rate increase, it would cost the town around \$80.00. The Committee discussed looking at the secondary town positions to make sure those positions aren't lower than they should be. A motion was made and seconded to increase the hourly rate of the Part-time Operator position from \$15.13 to \$17.31. Vote was unanimous.

Keith inquired if Brian has spoken to Bill Smith, Library Trustee, regarding the Assistant Librarian position? Brian stated a letter that was drafted and sent to the Library Trustee addressing the Assistant Librarian position.

Discuss future work of the Personnel Committee –

Susan Baron (Personnel Committee) stated that last year, the Committee requested to address the personnel policies, specifically due to the new marijuana legislation. Brian stated that right now the Town of Whately is a drug free work place. The Committee discussed the different effects of medical/recreational marijuana usage at the workplace. The Committee suggested that this topic be put on next year's agenda to see if any further information has been provided by the federal government. A new employee handbook would be beneficial for the town. Keith suggested asking the Finance Committee to appropriate funds to outsourcing the town personnel policy for review. Brian suggested sending out the town's job description to the appropriate Department heads for review and the town could internally handle these revisions. The Committee agreed with that suggestion. Brian informed the Committee that the Town's sick and vacation time policy have been updated along with 95% of our job descriptions. After a brief discussion, the Committee decided not to schedule another meeting at this time. But would like to meet again at the beginning of the summer.

Items not anticipated within forty-eight (48) hours of the meeting

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Amy Schrader
Recording Secretary