

## PERSONNEL COMMITTEE

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.

On an annual basis, the Committee collects the salary and wage information from ten similar communities based on 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. Based on this analysis of salaries and wages in these communities, the Personnel Committee did not recommend any salary adjustments for town employees.

The Personnel Committee did recommend to the Selectboard that the job responsibilities of the Highway Superintendent be expanded to include the care and maintenance of town-owned buildings and to supervise a town buildings custodian. The Personnel Committee recommended a salary adjustment of \$4,000 for the Highway Superintendent based on these expanded responsibilities.

The Personnel Committee voted to recommend that all town salaries and wages be increased by a 2.5% cost of living adjustment. The decision of the Committee was based on the most current consumer price index and cost of living adjustment information from the ten similar communities mentioned above.

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

The Personnel Committee believes it has balanced the needs of the town employees with the financial resources of the town to make responsible salary and wage recommendations for FY20.