

Town of Lunenburg

Personnel Committee

Minutes: February 24, 2020 - Ritter Memorial Bldg. conference room

Attendees:

Scott Chase (Chair), Sue Andrews, Dave MacDonald, Erik Arnold

Also Present:

Heather Lemieux, Town Manager, Julie Belliveau, Asst. Town Manager/HR Director

Jo McLaughlin, Director, Local Public Access

Sue Doherty, Director, Council on Aging

Meeting began at 5:30pm with all attendee's present.

Old Business

Minutes from January 27, 2020 reviewed

Motion by D. MacDonald to accept the minutes presented; Second: E. Arnold

Vote: All in Favor

Ongoing Business

Job Description Review:

Jo McLaughlin presented a revised job description for the LAT, Senior Videographer, as discussed in the January 27, 2020 meeting. Revisions included several additions outlining project leadership responsibilities, which better reflect this senior role.

Motion: D. MacDonald: Approve SR Videographer role as submitted as a Grade 6 and submit for final approval at next appropriate Town Meeting. 2nd: S. Andrews Vote: All in Favor

New Business

With the above completion of all LAT job descriptions, we are now able to complete the plan to transition of these contract employees into town employee roles. Each employee will be placed in the appropriate SAP job role and put into the step closest to the current wage they receive, in order to put them appropriately in the SAP salary grid. New Hire forms on each of these LAT employees were completed and signed by the committee members.

New Hire Form - Dietary Aide - This role is a SAP Grade 2, and the initial steps are currently below the Massachusetts minimum wage. As the committee has previously acknowledged that although a municipality may hire below that wage, they support Lunenburg having a practice of not employing anyone below the states minimum wage.

Motion: E. Arnold: Approve the new hire as a Grade 2 step 5 in order to insure this hire would be above Mass Minimum Wage. 2nd: S. Andrews Vote: All in Favor

Discussion:

Principal Assessor - This role is now being outsourced and there is no need to change SAP role at the present time.

Seasonal DPW Laborer/Truck Driver - Heather reported that, per this groups previous instructions to the Director of the DPW, he and Heather have reviewed the need to make a change to the current contracted work done by roles like this with the union representatives to insure they support changing this specific role to a town employee role. The union understands the recent need to change the status and supported this change. This impacts specific temporary roles like snow plowing, where previously non-town employees provided the temporary service utilizing town equipment. The state mandates that utilizing town equipment can only be done by town employees. A job description will be prepared and presented at next meeting to determine SAP Grade level.

State Minimum Wage - Julie Belliveau presented several salary grade level alternatives that support all employees having a starting wage that is consistent with Massachusetts State Minimum Wage. She included additional alternatives to change the current SAP which has 20 grade levels, down to only 10 grade levels. This would require some "banding" of current roles, but the committee agreed that it was a reasonable alternative to the current longer grid. More discussion will take place as she continues to refine the work.

Position Rating Guide - Julie Belliveau also lead a discussion regarding a more formalized position rating guide to utilize for town roles. She provided an example of such a rating system. The committee will continue a review of this topic in future meetings as Julie explores the options available and considers the impact on our current town process.

Next Meeting Target: Monday, April 13, 2020 5:30pm

Motion: S. Andrews: Adjourn meeting 6:30pm

Second: D. MacDonald Vote: All in Favor