

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

3/23/2023

Location/Time: Zoom Meeting, 1:00PM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Mary Hornsby, Rick Reed, Interim Assistant Town Administrator, *ex officio*

- 1. Quorum confirmed.** All 3 current appointed Board members present.
- 2. Review and approval of prior minutes.** The Board reviewed and approved its minutes for Feb. 16, 2023.
- 3. Approval request of promotional FY23 step rate for Town Library staff member.** Postponed. Staff member has accepted a position in another library. Head of Circulation position will be readvertised.
- 4. Classification and Compensation system document review.** The Board started review of the documents indicated within the following categories:

1. Documents describing the new Compensation and Classification Plan (CCPlan) system and structure:

a) *Classification & Compensation Study Summary Report*

General: Board members and R. Reed agreed that there are a number of grammatical, enumeration, word choice, text update, reference issues, and need for consistency in use of terminology such as “Town Administration” throughout, which need to be fixed. R. Reed will address these items as noted during Board review along with items he has already identified. Last remaining comments will be communicated to all via e-mail by J. Alksnītis and S. Geremia.

Sections needing clarification:

- **Classification Plan Results** (pg. 2) – “Position Appraisal Manual” is not a separate document but is a part of the *Position Rating Manual*.
- **Compensation Plan Results**
 - Pg. 2, para 3 – Below-market positions - need to clarify what is meant by a “few”, and include reference to a list of positions still needing adjustments to bring to market.
 - Pg. 3, para 5 – Need to clarify meaning of “FY23 plan” here (and throughout document where it appears), and include reference to the title of the associated compensation schedule.
 - Pg. 3, para 7– Legacy Plan
 - First bullet – Need to check why text prevents a Legacy Plan employee from receiving a step raise. The Legacy Plan is intended to preserve the original compensation growth potential as agreed at time of hire.
 - Second bullet –Need to clarify what happens when a Legacy Plan employee is promoted to or moves to another position in Town that is not tagged as a legacy position. Revisit

whether legacy status expires when the current employee vacates a legacy position, and when the approved new schedule applies to such cases.

- Pg. 3, para. 8 – Bonus Pilot Program
 - Sixth bullet - In calculating bonus need to clarify which step increase applies, i.e. whether the step increase is derived from the awardee's specific compensation track, or other reference step.

2. Documents describing the evaluation, rating and scoring of positions:

b) *Non-Union Classification Plan Rating (table)* – This table belongs with the Position Rating Manual. Review deferred to next meeting.

5. Next Zoom meeting: 11:00AM Tuesday, April 11, 2023.

The meeting was adjourned at 3:10PM.

Respectfully submitted, Juris Alksnītis, Co-chair