

ARTICLE 30

TOWN OF WINCHESTER



NOVEMBER 1, 2021

PERSONNEL BOARD REPORT
FALL TOWN MEETING 2021

REVISED - MOTION #2



TOWN OF WINCHESTER 2021 Fall Annual Town Meeting

ARTICLE 30

To see if the Town will vote to hear and act on the report of the Personnel Board and take any action in connection with recommendations as to: wages and salaries; working conditions; new or revised rates of wages and salaries; changes, additions, adjustments or revisions of wages and salaries; changes, additions, adjustments or revisions in classifications and definitions; and amending, revising and adding to the Personnel Policy Guide as well as in other matters related thereto; and to appropriate money for any adjustments or revisions of wages and salaries of employees subject and not subject to collective bargaining agreements or in any job classifications, and to provide for salary or wage adjustments not otherwise provided for, said monies to be expended by the departments affected, said appropriation to come from Unallocated Wage Reserve or other available funds; or take any other action in relation thereto.

(Personnel Board)

Summary:

There are two motions that will be considered for approval under this Article:

- One motion for the reclassification of an existing position and a new stipend effective January 1, 2022.
- One motion to fund the reclassification and the new stipend.

MOTIONS:

MOTION #1:

MOVED AND SECONDED that the Town's Compensation Plan be amended effective January 1, 2022 as recommended by the Town Manager and the Personnel Board as set forth in **Appendix A - Classification of Positions on Schedule 3 PT Compensation Plan and Schedule 5 Miscellaneous Positions Compensation Schedule FY22 Effective January 1, 2022.**

Schedule 3 - PT Compensation Plan

Delete PT-14 Facilities Coordinator
Add PT-15 Facilities Coordinator

Schedule 5 - Miscellaneous Positions Compensation Schedule

Add Council on Aging Volunteer Coordinator

BACKGROUND: The purpose of this motion is to ratify the recommendation of the Town Manager and the Personnel Board with respect to the reclassification of the Facilities Coordinator for the Department of Public Works from a PT-14 to a PT-15 and to create a new stipend for the Council on Aging Volunteer Coordinator. This Facilities Coordinator reclassification provides a clearer hierarchy and authority within the department and also accounts for the additional duties that this position will be responsible for participating in capital planning, overseeing and managing the work order system. The Council on Aging

stipend is necessary for performing additional duties to include coordination of the volunteers at the Jenks.

MOTION #2:

MOVED AND SECONDED that the Town vote to appropriate **\$3,803.00** from Free Cash to the following FY22 Municipal Personal Service Budgets as listed below, to fund wage increases as a result of the reclassification on Schedule 3 – PT Compensation Plan and the new stipend on Schedule 5 – Miscellaneous Positions Compensation Schedule:

Department #4100	Department of Public Works	\$ 2,303
Department #5410	Council on Aging	\$ <u>1,500</u>
	TOTAL:	\$ 3,803

BACKGROUND: The purpose of this motion is to fund the sum of \$3,803.00 from Free Cash to supplement the FY22 Department of Public Works Personal Services budget to meet the cost of reclassifying the Facilities Coordinator and to supplement the FY22 Council on Aging Personal Service budget to meet the cost of the Council on Aging Volunteer Coordinator stipend.

Majority Vote Required

Town of Winchester



APPENDIX A

Classification of Positions on
Schedule 3 - PT Compensation Plan and
Schedule 5 - Miscellaneous Positions Compensation Schedule

Effective January 1, 2022

SCHEDULE 3

PT Compensation Plan FY22 - JULY 1, 2021

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	NEW 12
PT-6	20.56	21.26	21.98	22.77	23.56	24.40	25.25	26.13	27.03	27.97	28.95	29.96
PT-7 Civilian Dispatcher	22.38	23.19	23.98	24.81	25.70	26.59	27.52	28.50	29.48	30.49	31.56	32.67
PT-8 Finance Committee Secretary Chief Dispatcher Transportation Coordinator COA	24.41	25.31	26.14	27.03	28.00	29.03	29.98	31.02	32.11	33.24	34.40	35.60
PT-9 Dog Officer Library Network Administrator Parking Ticket Administrator/Hearings Officer	26.61	27.51	28.50	29.42	30.51	31.61	32.71	33.85	35.05	36.26	37.53	38.84
PT-10 Accounts Payable Supervisor ADA Coordinator	51,780	53,591	55,462	57,402	59,416	61,493	63,650	65,877	68,182	70,569	73,039	75,595
PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Community Education Coordinator Community Health Program Manager Preschool/After School Director Youth Center Coordinator Building Maintenance Specialist Human Resources Coordinator	54,367	56,271	58,243	60,272	62,389	64,566	66,829	69,170	71,587	74,094	76,687	79,371
PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician Water System Distribution Treatment General Foreman Accounting Specialist	57,086	59,084	61,146	63,291	65,505	67,796	69,987	72,434	74,972	77,596	80,312	83,123
PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator Community Engagement Coordinator	59,937	62,033	64,206	66,455	68,786	71,189	73,586	76,163	78,828	81,587	84,443	87,398
PT-14 Library Department Head Head of Circulation * Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator Building Inspector Procurement Administrator Payroll/Benefits Coordinator	62,936	65,139	67,424	69,776	72,216	74,749	77,363	80,071	82,873	85,772	88,774	91,882
PT-15 Water System Distribution Supervisor Fleet Coordinator Transfer Station Coordinator Senior Project Engineer Mental Health/Wellness Social Worker * Facilities Coordinator	66,085	68,394	70,788	73,261	75,831	78,482	82,147	85,021	87,999	91,077	94,264	97,564

The preceding rates reflect a 3% adjustment over FY21 January rates

* Reclassified Position - Facilities Coordinator effective January 1, 2022

SCHEDULE 5

Miscellaneous Positions Compensation Schedule FY22 - JULY 1, 2021

Compensation Title	Compensation						
ADA Coordinator	6,641 /Year						
Animal Inspector	6,092 /Year						
Assistant Library Director	8,227	9,258	10,084 /Year				
* Council on Aging Volunteer Coordinator	3,000 /Year						
Council on Aging Vehicle Driver	16.89	17.49	18.09	18.74	19.39 /Hour		
Custodian of Retirement Funds	2,728 /Year						
Deputy Inspector	297 /Week						
Emergency Management Coordinator	13,448 /Year						
Fair Housing Director	2,994 /Year						
Hearings Officer	17.70 /Hour						
Library Shelver	14.29	14.79	15.31	15.84	16.41	16.98	17.57 /Hour
Non-Classified Clerk	9.54 /Hour						
Non-Classified Laborer	9.54	16.08 /Hour					
OPEB Trustee	5,359 /Year						
Planning Board Engineer	23,217 /Year						
Police Matron	17.70 /Hour						
Program Instructor I	15.00	22.50	30.00 /Hour				
Program Instructor II	20.00	40.00	60.00 /Hour				
Public Safety Building Custodian	23.84	24.63	25.50 /Hour				
Radio Mechanic	3,874 /Year						
Recording Secretary - School Committee	12.25 /Hour						
Records Administrator	10,696 /Year						
Registrar of Voters	2,081 /Year						
Registrar of Voters (Town Clerk)	2,199 /Year						
Risk Management Coordinator	13,448 /Year						
School Messenger	13.62 /Hour						
School Traffic Officer	17.98 /Hour						
Sealer of Weights and Measurers	8,523 /Year						
Student Drafter	355.35	454.23 /Week					
Tennis Maintenance Assistant	22.12	22.60	23.16	23.73	24.28	24.84 /Hour	
Traffic Director	25.34 /Hour						
Veterans' Agent	8,556 /Year						
Veteran's Graves Caretaker	1,794 /Year						
Voting Machine Custodian	27.27 /Hour						
Worker's Compensation Agent	10,696 /Year						
<i>Each Election:</i>							
Deputy Warden/Clerk	208.06 /Election						
Inspector	164.37 /Election						
Warden	249.67 /Election						
<i>Town Census:</i>							
Registrar of Voters/Supervisor	1,167 /Year						
Registrar of Voters/Temporary	0.46 /Name						
<i>Town Meeting:</i>							
Audio/Visual Operator (faculty)	88.31 /Session						
Audio/Visual Operator (student)	41.53 /Session						
Checker	8.17 /Hour (Minimum 2 Hours)						

The preceding rates reflect a 3% adjustment over FY21 January rates

* New Position - Council on Aging Volunteer Coordinator effective January 1, 2022