

## PERSONNEL BOARD

Judy Walpole, Chair  
Susan Bates  
Nancy Beeuwkes  
Judy Terry  
James Reynolds

The five-member Personnel Board has responsibility for the administration of the Personnel Bylaw (Wage and Salary Classification Plan) of the Town and is supported by the staff of the Human Resources Department. The Town's Personnel Bylaw applies to approximately 200 regular-status employees and a few hundred temporary and limited-status employees. The Personnel Bylaw does not cover elected officers, employees with personal contracts, employees covered by collective bargaining agreements, and employees of the School Department.

### *Classification and Compensation*

The Town maintains a formal Classification and Compensation Plan that provides a uniform system for grouping positions based on job requirements and establishes salary ranges based on market conditions; the Personnel Board is responsible for recommending Plan amendments to Town Meeting. Structural adjustments and salary increases are intended to uphold Concord's tradition of maintaining pay ranges and rates that are above average, but not top, among comparable municipal employers in order to keep the Town competitive in attracting and retaining competent employees.

### *Fiscal Year 2012 Plan Structure Adjustments*

The 2011 Town Meeting approved a 1% increase in all Administrative-Clerical-Library (ACL), Managerial and Professional (MP), and Electrical Management (EM) salary range maximums, and a 2% increase in all Trades-Craft-Labor (TCL) and Electrical Labor (EL) range maximums, effective July 1, 2011. The Swim & Fitness range was not increased and all salary range minimums remained the same. Ranges were adjusted by different amounts for different types of positions based on the varied market conditions for each group.

### *Fiscal Year 2012 Salary Increase Policies*

Funding for all salary increases is contained in the "Salary Reserve" line item of the Town Manager's annual budget. This line funds structural and performance-based increases for non-union employees, and negoti-

ated increases under collective bargaining contracts. Each fiscal year, the Town Manager and Personnel Board determine the actual salary increases to be received by non-union employees based upon the amount of money appropriated to the Salary Reserve. After two consecutive years in which budget constraints limited the Town to providing structural increases only, performance-based increases that allow employees to progress within their assigned salary range were resumed on July 1, 2011.

Employees in the TCL, EL, ACL, and SF categories were eligible for two salary increases during the fiscal year. Each of these employees who achieved satisfactory performance received a 2.0% structural increase plus a 2.5% performance increase, up to the maximum of their assigned salary range. Employees in the MP and EM categories were eligible for one increase during the fiscal year. Each of these employees received a performance-based increase of 0% to 6.5%, up to the maximum of their assigned salary range.

### *Acknowledgment of Town Employees*

Concord is fortunate to have many employees who have worked for the Town for numerous years. Some employees work year-round, while others work on a sporadic, seasonal, or limited-hours basis. Regardless of their status, we benefit from the experience and dedication of long-term staff members. Accordingly, on behalf of all Concord citizens, the Personnel Board would like to express our sincere appreciation and gratitude to all such employees for their many contributions and efforts.

We would like make special mention of the following employees, all of whom had served the Town for 20 or more years in a regular-status position as of December 2011: