

TOWN OF CONCORD PERSONNEL BOARD

AGENDA

June 16, 2022

5:15 p.m.

VIDEO CONFERENCE CALL

Join Zoom Meeting

<https://us02web.zoom.us/j/85050191826?pwd=V1NYQWdMb1U1TEM5S3hDWktPVXB5UT09>

Passcode: 435603

One tap mobile: +13017158592,,85050191826# US (Washington DC)

Dial by your location:

877 853 5257 US Toll-free OR 888 475 4499 US Toll-free

Meeting ID: 850 5019 1826

- 1. Call to Order**
- 2. Approval of Minutes**
 - April 13, 2022
- 3. Holiday Policy Updates**
 - Administration of Holiday Pay for Beede Center Employees – Update policy to include Juneteenth & “Housekeeping”
 - Administration of Holiday Pay – “Housekeeping”
- 4. FY23 Salary Increase Plan**
 - Adopt plan consistent with Town Meeting actions
- 5. Classification & Compensation**
 - Correction of EL-3B range
 - Miscellaneous Compensation Schedule Updates
- 6. Personnel Study Task Force**
 - General updates & discussion
- 7. Future Meeting Schedule**
 - June 23, 2022 @ 6:30 p.m. (tentative)
 - Monthly schedule
- 8. Public Comment**
- 9. Adjournment**

Materials to be used during the meeting will be posted at: <https://concordma.gov/452/Personnel-Board>

Documents Expected to be Used or Referenced at the Meeting:

- Minutes of 4/13/2022
- PPP #12-1, Admin of Holiday Pay for Beede Center Employees w/proposed amendments
- PPP#12, Admin of Holiday Pay w/proposed amendments
- FY23 Salary Increase Plan proposal
- Misc. Comp. Schedules w/proposed amendments

Proposed Motions for Actions Requested
June 16, 2022 - Personnel Board Meeting

- 1. Call to Order**
 - Chair: Call the meeting to order at _____
 - Roll call vote of members present

- 2. Approval of Minutes**
 - Move to approve the minutes of April 13, 2022

- 3. Holiday Policy Updates**
 - Move to amend PPP #12.1, Administration of Holiday Pay for Beede Center Employees, by adding Juneteenth and updating as proposed
 - Move to amend PP #12, Administration of Holiday Pay, by updating as proposed

- 4. FY23 Salary Increase Plan**
 - Move to adopt the proposed FY2023 Salary Increase Plan

- 5. Classification & Compensation**
 - Move to reallocate the Lineworker, Grade 2 classification title by changing the Grade EL-3B range to \$35.56 minimum and \$44.82 maximum, with a mid-point of \$40.19 effective July 1, 2022
 - Move to amend the Miscellaneous Compensation Schedules as proposed

- 6. Personnel Study Task Force**
 - n/a; general updates & discussion

- 7. Future Meeting Schedule**
 - n/a

- 8. Public Comment**

- 9. Adjournment**
 - Move to adjourn

PERSONNEL BOARD
TOWN OF CONCORD, MA

DRAFT MEETING MINUTES

April 13, 2022

Location: Video Conference Call

Present from the Board: Nancy Crowley, Bill Mrachek, Jim Richardson, Elizabeth Cobbs

Others Present: Amy Foley, Human Resources Director; Stephanie Oliver, Assistant Human Resources Director; Kate Hodges, Deputy Town Manager; Kellie Hebert, Management Consultant; Bob LeLacheur, Interim Finance Director

1. Call to Order

Mr. Mrachek called the meeting to order at 5:15 pm.

- **Roll Call: Mr. Richardson: present; Ms. Crowley: present; Ms. Cobbs: present; Mr. Mrachek: present.**

2. Approval of minutes

Mr. Mrachek present the draft minutes from the 1/26/22 meeting. There were no comments.

Mr. Richardson made a motion to approve the minutes of the 1/26/22 meeting. Ms. Crowley seconded the motion.

- Roll Call Vote: Ms. Crowley: aye; Mr. Richardson: aye; Ms. Cobbs: aye; Mr. Mrachek: aye

Mr. Mrachek present the draft minutes from the 2/24/22 meeting. There were no comments.

Ms. Crowley made a motion to approve the minutes of the 2/24/22 meeting. Mr. Richardson seconded the motion.

- Roll Call Vote: Mr. Richardson: aye; Ms. Crowley: aye; Ms. Cobbs: aye; Mr. Mrachek: aye

3. Miscellaneous Compensation Schedule Amendment

- Salary range adjustment for Community Services Coordinator position

Ms. Foley explained that the positions listed in the Schedule #7-3, Human Services are non-union positions, and that the titles and salary ranges are subject to Personnel Board approval and ratification at Town Meeting. The Human Services salaries have a wide range to cover a variety of functions within. She added that many of these positions were grant-funded in the past, although

the Town has been working funding for their salaries into budget over time. Ms. Foley said that this proposal is to make a change to one of the function titles; and it does not need ratification because it falls within the range. Ms. Foley explained that the requested increase to the Community Service Coordinator range is due to the volume of work. Ms. Cobbs asked about size of the community service function. Ms. Hodges responded that one person handles cases for people aged 60 and under (over 60 is handled by the COA) and that the cases involve a variety of issues, including food insecurity and housing insecurity. Ms. Hodges explained that the position used to be part-time and was funded by the Community Trust, but that the position has grown and the grant has been phased out over the last several years. There were questions about the position's status and work schedule (full-time, exempt). Ms. Hodges said that the workload is generally 40—45 hours per week, but with increased hours needed at certain time of year, such as around the holidays and the start and end of the school year. Ms. Crowley wondered if the proposed salary range was too low. Ms. Hodges responded that this is the first of two requests: the first would be to increase the employee's actual salary. Ms. Crowley commented that grant funding should also be considered. Mr. Richardson asked about the other positions and whether the range should be moved for all of them. Ms. Hodges said that she would ideally like to increase range for Social Services Supervisor as well, but she had to prioritize because this was her last week in her role as Deputy Town Manager. She also noted that the Community Services Coordinator has been in position much longer. Mr. Mrachek shared concerns about other ranges but noted that in light of all variables he felt the Board should move ahead with this particular range adjustment.

Mr. Richardson made a motion to amend the Misc. Compensation Schedule #7-3, Human Services, by adjusting the salary range for the Community Service Coordinator position as proposed. Ms. Crowley seconded the motion.

➤ Roll Call Vote: Ms. Crowley: aye; Mr. Richardson: aye; Ms. Cobbs: aye; Mr. Mrachek: aye

Mr. Mrachek took a moment to welcome Elizabeth Cobbs to the Board and asked her to share a little bit about her background. Ms. Cobbs said that she moved to Concord with her family in July 2020. She said she is a sociologist by training and spent 19 years working for Merck pharma in Japan, Europe and various roles in the US. She handled teams in all of those countries and worked closely with HR partners. Ms. Cobbs said she hoped her experience would be helpful and that she looked forward to working with the Board.

Mr. Mrachek also acknowledged Kate Hodges' upcoming departure from her role as Deputy Town Manager and wished her well in her next assignment.

4. Town Meeting 2022 – Personnel Board Warrant Articles

Ms. Foley said that the public hearings were held in February and that she was not aware of any significant feedback indicating that Board should take a different approach. The articles have been placed on the consent calendar, which means that there will be no presentation at Town Meeting unless 5 voters vote to remove article from consent calendar (in which case, Mr. Mrachek would make the presentation). She asked if the Board had heard any feedback, and they responded that they had not.

5. Class & Comp Study Planning

Ms. Foley introduced Kellie Hebert, who will serve as Project Manager for the Classification and Compensation Study. Ms. Hebert provided a brief overview of her background and previous experience in Human Resources and involvement with class and comp studies in other communities. She said she was excited about the opportunity to work with Ms. Foley and the Personnel Board, and said that implementation is planned for FY24 (new plan will go into effect 7/1/23).

Ms. Foley said that the goal is to get a Request for Proposal (RFP) out by the end of April, then discussions will continue about what is needed to move forward. Ms. Cobbs asked if any particular companies would be invited to reply. Ms. Hebert explained that there is an advertising process to let qualified bidders know about the RFP and that a list of potential consultants is being developed so the RFP can be sent directly to them.

There was discussion about the Boards' role in reviewing bids/proposals. Ms. Foley said that the Town would like to get a sense from the Board of what they would like to do. A draft RFP can be sent to the Board or the chair. Comments could then be sent to Ms. Hebert. Ms. Foley said that the Board might want to be involved with reviewing bids or interviewing consultants, either through a public meeting or through a representative. One possibility for the Board to be involved without a formal meeting would be to have one Board member sit with participate in the bid opening process with Ms. Hebert, Ms. Foley and the purchasing officer. Ms. Hebert confirmed options for board involvement, including designating one board representative to participate in the selection without the formality of a full meeting.

There was discussion of how the Town's benefits package would be addressed through the study. The plan is to work options into the RFP. There was acknowledgement that total compensation, including consideration of employee health insurance, needs to be considered.

Mr. Mrachek asked how the Board felt about authorizing the Chair to work with town staff to finalize the RFP.

Mr. Richardson made a motion to authorize the Personnel Board Chair to work with staff to finalize the Request for a Proposal. Ms. Cobbs seconded the motion.

➤ Roll Call Vote: Ms. Cobbs: yes; Mr. Richardson: yes; Ms. Crowley: yes; Mr. Mrachek: yes

6. Personnel Study Task Force

Mr. Mrachek asked Ms. Bates if she had anything to share. Ms. Bates said that the task force was reviewing the employee survey responses (approx. 180) and will present recommendations in a report to the Select Board. Mr. Mrachek said that he had watched the Task Force meeting and did not understand the comment about the attorney. Ms. Bates responded that there was a recommendation to have Town counsel review the survey before it went out, but Task Force decided not to do that. She said that Ned Perry might have additional comments. Mr. Perry

commented that in the past, there was much more outreach from the Personnel Board to employees than there has been in the last 6-7 years. He said that the Town used to be in top 10% of municipal employers in the Commonwealth, and that he hopes that we will get back there. It's so important to do these surveys to compare ourselves to both the public and private sector. He added that he thought that Town Counsel is taking a look at the survey to see if there are items that should be limited to just the Task Force, but hopes that responses are shared. Mr. Mrachek said he would like to clarify that Mr. Perry is not a member of the Task Force and that he had not given input into the survey or seen the responses. Mr. Perry said that he had seen bar charts, but not substantive responses from the survey, and that he had been contacted to provide input on survey questions. Mr. Mrachek said it was striking that he (as the Personnel Board Chair) was not contacted or asked to provide input, and that he did not think it was helpful to have these kind of one-off inputs. Mr. Mrachek asked that the minutes reflect his concerns about how survey was conducted and how it has been shared.

Mr. Mrachek asked if there was any other business to discuss. Ms. Foley said that she would like to consider having a set meeting schedule because it is hard to find times when everyone is available, but that it did not have to be discussed at this meeting.

7. Public Comment

There were no public comments.

8. Adjournment

Ms. Crowley made a motion to adjourn the meeting. Mr. Richardson seconded the motion.

➤ Roll Call Vote: Ms. Crowley: aye; Ms. Cobbs: aye Mr. Richardson: aye; Mr. Mrachek: aye

The meeting was adjourned at 6:29 pm.

Documents Used or Referenced at the Meeting:

- Minutes of 1/26/2022 & 2/24/2022
- Misc. Comp Schedule #7-3 with proposed amendment
- Preliminary Draft Class & Comp Study Project Manager responsibilities
- Preliminary Draft Class & Comp Study Project Plan

Respectfully submitted by Stephanie Oliver

TOWN OF CONCORD
Personnel Policy and Procedure #12-1

Administration of Holiday Pay for Beede Center Employees

*~~Last Revised: November 1, 2008~~ Revisions Effective 6/16/2022 DRAFT
~~Date Issued: May 29, 2008~~*

Purpose and Scope

The purpose of this document is to establish policies and procedures for the administration of Section 12 of the Personnel Bylaws regarding holiday pay for employees hired to work in the Beede Center after March 1, 2006. Employees hired prior to that date shall adhere to the Town's holiday leave policies for all other employees covered by the Town of Concord's Personnel Bylaw, as may be amended from time to time. The Beede Center operates as a business-like enterprise in the highly competitive swim and fitness market. In order to offer services comparable to competing entities in this market, the Beede Center must be open for business on a seven-day-per-week schedule throughout the year, excluding a limited number of holidays for which the Beede Center is closed all or part of a day. Beede Center employees are hired with this expectation from a market where such schedules are commonplace. It is expected that Beede Center employees' compensation and benefits will reflect this unique labor market.

Policy

Accrual of Leave:

Full-time, Regular Status employees of the Beede Center shall be granted ~~64~~72 hours of holiday leave each calendar year in recognition of the following holidays on which the Beede Center's operating hours are modified:

<u>Closed All Day</u>	<u>Closed Part of Day</u>
Patriot's Day	New Year's Eve
Easter Day	New Year's Day
Memorial Day	Thanksgiving Day
<u>Juneteenth Independence Day</u>	Christmas Eve
Independence Day	
Labor Day	
Christmas Day	

Holiday leave shall accrue as each holiday occurs throughout the year, with 8 hours granted for holidays on which the Beede Center is closed all day and 4 hours granted for holidays on which the Beede Center is closed part of the day. Holiday leave for Regular Status employees working less than 40 hours per week shall be pro-rated based upon each employee's average hours worked per week, as reported on their Change of Status Form.

To qualify for holiday pay, an employee must be on paid status on his/her/their last regularly scheduled work day immediately preceding the holiday and on his/her/their first regularly scheduled work day immediately following the holiday.

When an employee leaves the employ of the Town, s/he/they shall be paid for any unused holiday leave earned up to the last day worked.

Maximum Holiday Accrual

Accumulation of holiday leave is limited to a maximum of sixteen hours for full-time employees. The maximum accumulation for part-time employees shall be prorated based upon each employee's average hours worked per week.

Use of Accrued Leave:

Employees must use accrued holiday leave when a holiday falls on their regularly scheduled work day. If an employee does not have enough holiday leave accrued to cover all hours not worked on a holiday, the employee may choose to use their accrued vacation or personal leave time, or they shall have unpaid leave. Alternatively, Beede Center management may assign equivalent hours of work within the same work week to provide the employee with his/her regular weekly compensation.

Employees may use their accrued holiday leave hours for equivalent time-off with pay on another scheduled work day with prior written approval of the Recreation Director or his/her designee. Such approval will not be unreasonably withheld but will be determined by the staffing needs of the Beede Center on the day(s) in question.

Holidays Worked:

Non-exempt, Beede Center employees who are scheduled or called to work on Thanksgiving Day, New Year's Day, or a holiday on which the Center is closed all day, shall receive time-and-one-half their hourly rate of pay for the number of hours actually worked that day.

Exempt, Regular Status Beede Center employees who are scheduled or called to work on Thanksgiving Day, New Year's Day, or a holiday on which the Center is closed may, with Assistant Town Manager or his/her/their Recreation Director's designee's approval, take compensatory time off on another day on which it does not adversely impact Beede Center operations.

Observation of Religious Holidays

In addition to the legal holidays observed by the Town, an employee may take time off to observe a special or religious holiday, provided that work schedules can be accommodated without undue hardship to the department. Requests for such time off should be submitted to the department head at least two-weeks in advance of the proposed absence. Employees may request this time as leave without pay or, depending on the nature of the employee's work, may be approved by the department head to:

- "float" holiday pay by working on an observed holiday and apply the holiday leave to time off with pay on another date,
- adjust their schedule to make up equivalent time with pay within the same workweek, or
- use earned personal or vacation time.

Department heads are encouraged to accommodate and approve employees' requests for time off for religious observances and practices to the extent practicable. If a department head is unable to grant the employee the time off requested, they should discuss the employee's request with human resources prior to denying it.

TOWN OF CONCORD
Personnel Policy and Procedure #12

Administration of Holiday Pay

Date Revised: June 16, 2022 DRAFT

Purpose and Scope

The purpose of this document is to establish policies and procedures for the administration of Section 12 of the Personnel Bylaws regarding holiday pay. It shall apply to all holiday pay granted to regular employees who hold a position subject to the provisions of the Personnel Bylaw, except those Beede Center employees who are subject to PPP #12-1. ~~Employees subject to collective bargaining agreements with the Town are subject only to those provisions of this PPP which are not covered by their collective bargaining agreement.~~

Holiday Pay

~~Each day of paid holiday leave Holiday pay for full-time regular employees shall equal one full-time day for that employee—7.5 hours for employees assigned to a 37.5-hour workweek or 8.0 hours for employees assigned to a 40-hour workweek.~~

~~Holiday pay for part-time employees shall be prorated in accordance with PPP 36 on Proration of Leaves shall be one-fifth of the employee's regular workweek. For example, 40 hours/5 = 8 hours holiday leave pay.~~

Holiday Observance

For employees whose regular work schedule is Monday through Friday, holidays which fall on a Saturday shall be observed on the preceding Friday and holidays which fall on a Sunday shall be observed on the following Monday. For employees whose regular work schedule is other than Monday through Friday, holidays shall be observed on the actual holiday if such day is within their workweek.

When a holiday falls on a full-time employee's regularly scheduled day off, that employee should, whenever possible, receive equivalent holiday time off on another day within that same workweek. If such time off cannot be granted during that same workweek due to departmental work demands, the employee shall be granted equivalent time off to be used at any other time within that fiscal year.

When a holiday falls on a part-time employee's regularly scheduled day off, that employee may receive either straight time pay for the holiday or equivalent holiday time off on another day depending upon departmental needs and budgetary considerations.

Holidays which occur while an employee is on paid vacation or sick leave shall be charged to holiday hours and not to the employee's accrued vacation or sick leave balances.

Holidays Worked

Non-Exempt/Hourly Employees:

- In accordance with Section 12.2 of the Personnel Bylaw, when states: "~~When~~ an employee is is required to work on New Year's Day, Christmas Day or Thanksgiving Day, they s/he will receive two (2) times his/her/their base pay in addition to holiday pay. When an employee is required to work on any other observed holiday, s/hethey shall receive one and one-half (1/1/2) times his/hetheir base pay in addition to holiday pay. _"

Proposed edits are for "housekeeping" only, no significant impact on conditions of employment.

Exempt Employees:

- When an employee is scheduled or called to work on an observed holiday, the department head (i.e., senior manager) may grant equivalent compensatory time off on another day.

~~Since Managerial/Professional employees are not eligible for overtime pay (per Bylaw Section 9.2.6 on overtime), they shall not be eligible for the overtime or premium pay for holidays worked specified in Section 12. As stated in the overtime section of the Bylaws, MP employee may receive appropriate compensatory time off for prolonged work hours (including holidays) with the prior approval of the Town Manager.~~

~~The additional holiday pay granted under this provision~~ Provisions related to holidays worked to ACL and LA employees shall apply to all hours between 12:00 a.m. and 11:59 p.m. on a holiday, but shall not apply to any hours worked during that same shift but outside of the holiday. For example, an employee who begins work at 6 p.m. on December 25 and ends work at 3 a.m. on December 26, shall be paid two times his/her base pay for all hours worked between 6 p.m. and midnight and overtime pay from midnight to 3 a.m.

Observation of Religious Holidays

In addition to the legal holidays observed by the Town, an employee may take time off to observe a special or religious holiday, provided that work schedules can be accommodated without undue hardship to the department. Requests for such time off should be submitted to the department head at least two-weeks in advance of the proposed absence. Employees may request this time as leave without pay or, depending on the nature of the employee's work, may be approved by the department head to:

- "float" holiday pay by working on an observed holiday and apply the holiday leave to time off with pay on another date,
- adjust their schedule to make up equivalent time with pay within the same workweek, or
- use earned personal or vacation time.

Department heads are encouraged to accommodate and approve employees' requests for time off for religious observances and practices to the extent practicable. If a department head is unable to grant the employee the time off requested, they should discuss the employee's request with human resources prior to denying it.

**DRAFT/PROPOSAL
FY2023**

Salary Increase Plan

*Adopted in accordance with PPP #10.2, Section 1 "Completion of In-Training Period,"
Section 2 "Annual Performance Increase," and Section 3 "Structure Movement"*

<p>Managerial-Professional (MP) Electrical Management (EM) Telecommunications Management (TM) Media Specialists (MS) Swim & Fitness (SF)</p>	<p>Trades-Crafts-Labor (TCL) Electrical Labor (EL) Telecommunications Technicians (TT) Administrative-Clerical (AC) Human Services (HS)</p>
---	--

Scope & Limitations

During Fiscal Year 2023, base pay increases will be provided to regular-status employees who hold a position classified in one of the above-listed pay grades, subject to the following limitations:

- Funds must be available for such purpose;
- Base pay may not exceed the approved salary range maximum for the position held; and
- The employee’s overall performance must be at a satisfactory level, as determined and documented by the department head.

Increase Schedule

7/1/2022 Base Wage Increases

Effective 7/1/2022, the following increases will be granted:

- All Employees: **3.0%**
- Employees who have passed their in-training period and whose pay has not yet met the maximum of their position’s salary range: **an additional 1.0% wage progression within salary range**

If an employee’s overall performance is at a “Needs Improvement” level as of July 1, 2022, the Town Manager shall review the individual circumstances and may delay the increase effective date until satisfactory performance is achieved, and/or withhold or decrease the amount of the increase.

If an employee’s overall performance is at an “Unsatisfactory” level as of July 1, 2022, the employee will not receive a salary increase in FY23.

Completion of In-Training Period after 7/1/2022 and before 7/1/2023

Upon successful completion of their in-training period: **1.0% wage progression within salary range**

Approved by Town Manager and Personnel Board on xx/xx/xxx DRAFT

ELECTRICAL LABOR

Grade Number & Class Title		Minimum	Mid-Point	Maximum
EL-1	Hourly	20.36	24.63	28.89
<i>(Reserved for future use)</i>				
EL-2A	Hourly	26.47	32.02	37.56
Meter Technician				
EL-2B	Hourly	28.01	33.88	39.75
Lineworker, Grade 3				
EL-3A	Hourly	33.60	37.98	42.35
Utility Electrician				
EL-3B	Hourly*	35.56	40.19	44.82
Lineworker, Grade 2	*Proposed correction effective 7/1/2022			
EL-4	Hourly	44.13	49.91	55.69
Lineworker, Grade 1				
EL-5	Hourly	46.22	52.26	58.30
Lead Lineworker				
EL-6	Hourly	49.78	56.28	62.78
Line Supervisor				

TOWN OF CONCORD
Personnel Policy and Procedure #7-1

Miscellaneous Compensation Schedule
for Temporary and Limited-Status Classifications
Date Effective: ~~January 1, 2022~~ July 1, 2022

<u>JOB TITLE BY DEPARTMENT</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
General		
Intern	\$14.25	\$25.00
Office Clerk	\$14.25	\$32.00
Office Assistant	\$14.25	\$37.00
Recording Secretary	\$15.00	\$35.00
Clerk of Works	\$15.00	\$50.00
Management Specialist/Consultant	\$50.00	\$100.00
Professional Project Specialist	\$15.00	\$75.00
Project Archivist	\$15.00	\$30.00
Project Specialist	\$14.25	\$25.00
IT Program Manager	\$50.00	\$100.00
IT Project Manager	\$30.00	\$75.00
IT Project Specialist	\$30.00	\$75.00
Senior Worker	————	\$14.25
Custodian	\$14.25	\$30.00
Maintenance Custodian	\$16.00	\$35.00
Laborer	\$14.25	\$30.00
Skilled Laborer	\$20.00	\$35.00
Project Painter	\$25.00	\$40.00
Project Electrician	\$30.00	\$50.00
Project Plumber	\$30.00	\$50.00
Construction Specialist	\$30.00	\$60.00
Town Manager's Office		
Veterans' Agent	\$18.00	\$35.00
Youth Services Coordinator	\$18.00	\$25.00
Senior Services		
Van Driver	\$17.00	\$25.00
Volunteer & Public Relations Coordinator	\$17.00	\$25.00
Finance Department		
Data Lister	\$25.00	\$30.00
Election Officer	\$14.25	\$16.00
Parking Hearing Officer	\$20.00	\$25.00

<u>JOB TITLE BY DEPARTMENT</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Fire Department		
Call Firefighter	_____	\$14.25*
	* = plus \$400 per year stipend and \$100 per year stipend for EMT, FF1, FF2 Certifs.	
Library		
Librarian	\$22.00	\$32.00
Library Assistant	\$19.75	\$28.00 \$28.89
Library Page	\$14.25	\$15.50 \$16.25
Library Project Specialist	\$14.25	\$29.00 \$32.00
Reference Librarian	\$22.00	\$32.00
Light Department		
Telecommunications Specialist	\$25.00	\$100.00
Electrical/Line Specialist	\$25.00	\$100.00
PEG/Minuteman Media		
Editor	\$15.00	\$25.00
Studio Aide	\$14.25	\$16.00
Videographer	\$15.00	\$25.00
Planning & Land Management		
Assistant Local Inspector	\$30.00	\$55.00
Conservation Crew	\$15.00	\$25.00
Electrical Inspector (& Assistant)	\$30.00	\$55.00
Plumbing & Gas Inspector (& Assistant)	\$30.00	\$55.00
Public Health Nurse	\$25.00	\$40.00
Ranger	\$15.00	\$25.00
Sanitary Inspector	\$20.00	\$50.00
Sealer of Weights & Measures	\$20.00	\$45.00
Visitor Center Associate		
<i>May perform any/all of the following functions:</i>	<i>Rate varies based on function(s) performed during shift</i>	
• Ambassador	\$15.00	\$25.00
• Attendant	\$14.25	\$20.00
• Clerk	\$14.25	\$32.00
• Tour Guide	\$20.00	\$30.00
Police Department		
Lieutenant/Captain Extra Duty Assignment	_____	
• Shift Coverage & Town Detail Rate		\$83.00
• Outside Detail Rate		Same rate paid to Sergeants
Public Safety Dispatcher (Non-Union)	_____	\$30.00
School Crossing Guard	_____	\$30.00 (w/2 hrs min. pay/day)
Special Police Officer		\$30.00 for Police Department assignments; \$50.00 for Town Details Outside Details: same rate as paid to regular, full-time police officers
Mutual-Aid Detail Officer/Sergeant	\$50.00	
Parking Officer	\$19.00	\$31.00
Traffic Officer	\$20.00	\$50.00
See PPP #7-2 for "Miscellaneous Compensation Schedule – Recreation"		
See PPP #7-3 for "Miscellaneous Compensation Schedule – Human Services"		

TOWN OF CONCORD
Personnel Policy and Procedure #7-2

Miscellaneous Compensation Schedule – Recreation
Date Effective: January 1, 2022 DRAFT for July 1, 2022

POSITION TITLE

➤ **Recreation Associate**

Temporary and Limited-Status employees of Recreation Department shall hold the position of "Recreation Associate." Recreation Associates may perform more than one function for the department and may be paid at different rates of pay. The approved function titles and pay ranges are contained in this schedule.

➤ **Swim/Fitness Specialist**

This Miscellaneous Compensation Schedule shall also be used to determine function titles and pay ranges for regular-status employees holding the position of "Swim/Fitness Specialist" in the SF-1 Grade of the Classification and Compensation Plan.

<u>FUNCTION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM¹</u>
SWIM & FITNESS - MANAGERIAL		
Beede General Manager	\$79,473 \$77,158	\$101,764 \$98,800
Assistant to the Beede General Manager	\$56,294 \$54,654	\$75,758 \$73,551
Aquatics Director	\$56,294 \$54,654	\$75,758 \$73,551
Beede Program Manager	\$53,809 \$52,242	\$72,649 \$70,533
Beede Marketing & Special Events Coordinator	\$53,809 \$52,242	\$72,649 \$70,533
Membership Coordinator	\$51,878 \$50,367	\$66,147 \$64,220

<u>FUNCTION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM²</u>
SWIM & FITNESS - GENERAL		
Waterfront Director	\$21.00	\$35.00
Aquatics Generalist	\$15.00	\$25.00
Head Lifeguard	\$21.00	\$30.00
Lifeguard	\$14.25	\$20.00
Water Safety Instructor	\$17.00	\$25.00
Water Fitness Instructor	\$36.00	\$50.25
Dive Instructor	\$16.50	\$31.50
Private Dive Instructor	\$20.00	\$45.00
Private Swim Instructor	\$20.00	\$30.00
Swim Coach		
<i>Assistant</i>	\$15.50	\$19.50
<i>Head</i>	\$20.00	\$31.00
Group Exercise Instructor	\$46.00	\$75.00*
		* - Max is \$63.04 \$61.20 for S/F Specialist
Fitness Trainer	\$16.00	\$27.00
Private Personal Fitness Trainer	\$35.00	\$50.00

¹ Minimums and Maximums listed are annualized, but salary may be weekly or hourly. The annual rates are controlling when performing calculations and are based on 52.2 weeks at 40 base hours per week; compensation will be prorated for part-time schedules.

SUMMER PROGRAMS

Summer Program Instructor	\$15.75	\$40.00
Summer Program Assistant	\$14.25	\$25.00
Counselor in Training Coordinator	\$14.25	\$25.00
Camp Director	\$25.25	\$45.00
Assistant Camp Director	\$20.00	\$35.00
Summer Health Care Supervisor	\$20.00	\$30.00
Camp Specialist	\$15.75	\$24.25
Lead Counselor	\$15.25	\$17.25
Counselor	\$14.25	\$16.25
Junior Counselor	\$14.25	\$14.25

CHILDCARE PROGRAMS

Lead Teacher	\$20.00	\$30.00
Teacher	\$17.00	\$21.00
Carousel Preschool Substitute	\$16.50	\$20.00
Assistant Teacher	\$14.25	\$17.75
Site Coordinator	\$25.00	\$30.00
Group Leader	\$17.00	\$25.00
Assistant Group Leader	\$14.25	\$17.00

GENERAL RECREATION

Intern	\$14.25	\$17.25
Nurse	\$20.00	\$35.00
Beede Member Service Assistant	\$15.00	\$17.50
Office Clerk	\$14.25	\$22.25
Office Assistant	\$15.00	\$26.50
Inclusion Aide	\$18.00	\$30.00
Private Program Instructor	\$20.00	\$60.00
Program Instructor	\$20.00	\$45.00
Program Assistant	\$14.25	\$17.25
Program Director	\$20.00	\$40.00
Site Supervisor, Level 1	\$15.00	\$18.00
Site Supervisor, Level 2	\$19.00	\$22.00

TOWN OF CONCORD
Personnel Policy and Procedure #7-3

Miscellaneous Compensation Schedule – Human Services

Date Effective: ~~January 1, 2022~~ DRAFT for July 1, 2022

This Miscellaneous Compensation Schedule shall be used to determine function titles and pay ranges for regular-status employees holding a position in one of the Human Services Grades of the Classification and Compensation Plan.

POSITION TITLE

➤ **Human Services Assistant (HS-A)**

FUNCTION TITLE

Senior Van Driver

MINIMUM

~~\$18.54~~ ~~\$18.00~~

MAXIMUM

~~\$25.75~~ ~~\$25.00~~

➤ **Human Services Specialist (HS-1)**

FUNCTION TITLE

Activity Coordinator

MINIMUM

~~\$17.51~~ ~~\$17.00~~

MAXIMUM

~~\$25.75~~ ~~\$25.00~~

Outreach Coordinator

~~\$23.69~~ ~~\$23.00~~

~~\$36.05~~ ~~\$35.00~~

Community Services Coordinator

\$27.00

\$45.90

Geriatric Health Nurse

~~\$25.75~~ ~~\$25.00~~

~~\$41.20~~ ~~\$40.00~~

Geriatric & Public Health Nurse

~~\$25.75~~ ~~\$25.00~~

~~\$41.20~~ ~~\$40.00~~

Social Services Supervisor

~~\$26.25~~ ~~\$20.00~~

~~\$41.50~~ ~~\$40.00~~

➤ **Child Care/Education Specialist (HS-2)**

FUNCTION TITLE

~~Assistant Childcare Manager~~

MINIMUM

~~\$20.00~~

MAXIMUM

~~\$33.00~~