

REPORT OF THE HUMAN RESOURCES BOARD

The Human Resources Board is comprised of five residents appointed by the Town Moderator to oversee the Town's human resources function. In accordance with the Town Bylaw the Board administers the Classification and Salary Plans for non-union personnel; recommends, establishes, and administers personnel policies and procedures; and maintains employment records. The Human Resources Department staff is responsible for administering employee benefits and assisting Town departments with a wide range of employment and employee relations activities. An essential part of its mission is to support management and employees alike and to foster equitable application of personnel policies and practices throughout the Town.

Wage, Benefit, and Human Resources Administration

The Board is responsible for making recommendations to Town Meeting on salary and wage adjustments for non-union employees. In order to fulfill this responsibility the Board conducts annual surveys of comparable communities to ensure that our wage schedules and salary ranges are competitive, while remaining responsive to fiscal conditions and budget constraints. The 2011 Annual Town Meeting approved the Board's recommendation to provide a 1.5% adjustment to the schedule of hourly rates of pay for non-exempt employees. The salary ranges for exempt employees were adjusted by 2.5% at the midpoint, with the minimums and maximums adjusted to broaden the ranges. As in FY 10, departments were authorized to include a 1% salary increase in their budget requests in lieu of the variable merit-based compensation program that has been customary for exempt employees. In addition the Board requested and received an appropriation of \$12,000 for salary adjustments and to fund a change in longevity pay. These funds were targeted principally to provide a further 1% or 2% increase for employees whose salaries were lowest in their ranges, and to supplement a department's budget, if needed, for situations that might arise during the year, such as a reclassification or promotion.

The 2011 Annual Town Meeting also approved a change to the Salary Plan portion of the Bylaw relating to employee benefits. The annual length of service payment for full-time 40-series employees was extended to include employees at the 10-year level instead of the 15 years previously required. The 10-year service payment was set at \$300, with other tiers increasing by \$100 at each level. This change is consistent with the longevity benefit available to unionized Town employees.

Training and Development

Training activities during the year included a well-received program on communications, offered through the regional Municipal Training Group. The Department's wellness programs continue to focus on walking programs, nutrition education and stress reduction. On a regular basis the department provides mandated training on hazardous chemicals in the workplace; how to conduct performance reviews; and CPR/AED, conducted in conjunction with the Wellesley Fire Department. Another recently-developed training module helps employees understand and use alternatives that are available to reduce their costs for prescription medications.

Recruitment and Affirmative Action

Employment activity during FY 11 continued at the modest level of the prior year. The HR Department received 27 requisitions for a total of 28 benefit-eligible positions. Sixteen openings were filled by internal applicants, 11 by external hires, and one was withdrawn.

Board and Staff Changes

The Board met 16 times during FY 11. Susan Hurwitz served as chairman, with Nancy Whitney as vice-chairman and Phil Laughlin as secretary.

Respectfully submitted,

HUMAN RESOURCES BOARD

Helene Buchler
Susan Hurwitz

Nancy Whitney

Philip Laughlin
Naomi Stonberg