

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; recommends, establishes, and administers personnel policies and procedures; and maintains employment records. The Human Resources Department staff is responsible for employee benefit administration 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

An important aspect of the Board's mission is to "keep informed as to pay rates and policies outside the service of the town, and recommend to the Town any action which it deems desirable to maintain a fair and equitable pay level." Prior to each Annual Town Meeting wage survey data from comparable communities is collected and analyzed, in addition to private sector compensation studies. The Board then recommends changes in pay levels for non-union staff. The FY 07 recommendation for a 4% increase was significantly higher than in recent years, to ensure that the Town is competitive in the labor market. In conjunction, the staff and Board re-evaluated a significant number of job descriptions to ensure they were in the appropriate job classification, further ensuring parity within the market.

Administration of the Town's employee benefit program, including the health insurance program for active and retired employees, occupies much of the Board and staff's time and energy because of its significance to the workforce and cost to the Town. The HR Board and staff are actively engaged in a collaborative effort with other Town officials and staff to manage and control the continuing escalation in the cost of health insurance. A representative of the Board participated in the development of rules and regulations to govern participation in the Town's health insurance program, and staff worked on preparations for negotiations with Town unions for changes in health insurance plan design. The Department will also have responsibilities in connection with the implementation of the state's health care reform law. This law requires the Town to provide employees who are not eligible for the Town's insurance program with a mechanism to purchase insurance on a pre-tax basis, and also to maintain records with respect to each employee's decision concerning the purchase of health insurance.

Training and Development

Managers and staff from Town and school departments participated with several elected and appointed officials in an entrepreneurship and innovation program developed and provided by the Babson College Executive Education Center as arranged by the Board of Selectmen. Two classroom days in December were followed by several months of work by six project teams who later reported back to the entire group at two follow-up days in May at Babson. This was an extraordinary opportunity to explore and experience a way to approach problem-solving by teams made up of employees from different departments and functions across the Town, each of whom brought their own perspectives and expertise to the project teams.

Another special program this past year gave employees access to the regional communications director from the Social Security Administration. A large number of Town and School Department employees attended two information sessions, arranged in cooperation with the Town Treasurer, which reviewed the unique situation for Massachusetts public employees with respect to Social Security. Employees who are members of either the Town or state teachers' retirement systems are not included in Social Security and do not collect the full social security pension based on other employment. Understanding how this works is necessary in order to plan for retirement. Retirement and other benefits were the topic of a two-part program presented by staff for employees of the Municipal Light Plant. The regional municipal training consortium in which Wellesley participates sponsored programs on business writing skills.

Recruitment and Affirmative Action

Recruiting activity during FY 07 was roughly equivalent to the prior year. The Human Resources office assisted Town departments in filling 51 new personnel requisitions. Of those positions, 14 were filled by external candidates, 27 were filled by internal candidates, two were withdrawn and eight remained open at the close of the year.

Board and Staff Changes

The Board met 13 times during FY 07. Stephanie Wasser served as chairman, with John Veryzer as vice-chairman and Mary Pilecki as secretary. Susan Hurwitz joined the Board beginning FY 08 upon the expiration of John Veryzer's term. The department's staff remained at 3.6 FTE positions.

Respectfully submitted,

HUMAN RESOURCES BOARD

Mary Pilecki, Chairman
Susan Hurwitz, Vice Chairman
Naomi Stonberg, Secretary

Dick Hartley
Stephanie Wasser