

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." While nearly two-thirds of Town non-school employees are in positions covered by collective bargaining group, wage and salary levels for a significant number of non-union employees must be determined by vote of Town Meeting. The Board uses wage survey data from comparable communities, collected annually, to discern trends in compensation and what action is needed to keep the Town's pay levels competitive, as well as to reward and retain experienced staff. The Board recommended a 3% increase for hourly employees, a 2.5% increase in the ranges for salaried employees, and a pool of \$150,000 to provide pay increases for those employees, the same amount that had been appropriated in FY 07.

The Town continues to seek ways to control the growth in the cost of employee and retiree health care costs. The HR Board and department staff have worked with the Board of Selectmen and School Committee and their staffs to develop proposals to be negotiated with all of the Town's union employees. Key components of these proposals, which have been accepted as part of settlements with police dispatchers and public works production employees, are the replacement of the current HMO plans with versions that carry a lower premium but higher co-pays, and a partial reimbursement program to help employees transition to the higher co-pays. Implementation of the new insurance changes is planned for January 1, 2009.

The department also worked closing with the Treasurer and Executive Director in the selection of a new carrier for the employee group life and long-term disability insurance programs effective July 1, 2008. Rates for both the Town and employees were reduced as a result of this change.

Training and Development

More than 240 Town employees participated in training on preventing unlawful harassment in the workplace. These sessions, conducted by the Town's labor counsel, helped employees understand what conduct they should refrain from, as well as how to respond in a situation of unacceptable conduct directed at them.. Supervisors received targeted training on their particular responsibilities in these areas. The regional municipal training consortium, of which Wellesley is a member, sponsored a series of

three programs designed to enhance supervisors' planning, organizing, and personnel management skills.

Recruitment and Affirmative Action

Recruiting activity during FY 08 was somewhat reduced from the previous year. The Human Resources office assisted Town departments in filling 45 new personnel requisitions. Of those positions, 18 were filled by external candidates, 10 were filled by internal candidates, two were withdrawn and 15 carried forward to be filled in FY 09.

Board and Staff Changes

The Board met 13 times during FY 07. Mary Pilecki served as chairman, with Susan Hurwitz as vice-chairman and Naomi Stonberg as secretary. The department's staffing level increased from 3.6 FTEs to 4.0 FTEs, with full-time HR Generalist Bahiya Sauer joining the department in November. The balance of the department's staff is comprised of HR Director Susan Adler, Senior HR Generalist Cheryl Daebritz, and Administrative Assistant Lynne Dillon.

Respectfully submitted,

HUMAN RESOURCES BOARD

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Susan Hurwitz

Philip Laughlin
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