

**TOWN OF TISBURY
PERSONNEL BOARD/PERSONNEL DIRECTOR**

CLASSIFICATION AND COMPENSATION

COVERAGE

All Employees

POLICY

Classification Plans shall be maintained for all Town positions. The Classification Plan, both union and non-union, shall consist of a listing of all approved position classification titles and a summary job description for each classification, both of which are hereby incorporated by reference into this regulation. The Classification Plan shall provide a uniform system for grouping positions based on the nature and complexity of the duties assigned and the minimum qualifications required to perform those duties.

POSITION DESCRIPTIONS

Department Heads are required to prepare and submit position descriptions for all personnel supervised. Such descriptions shall consist of a statement describing the essential nature and level of the work performed by employees in that position; illustrative examples of typical tasks and duties assigned; and the required or desirable qualifications for the position, including education, training, special licenses, physical requirements, etc.

ALLOCATION OF POSITIONS TO CLASSIFICATIONS

Whenever a new position is proposed, the Personnel Board or the Union, whichever is appropriate, shall review the position description prepared by the department head and allocate it to the appropriate classification. Whenever an existing position is assigned new duties so that a new level of work exists and in effect a new position is created, a new position description is required. The supervising board shall review the duties and qualifications of the position and the Personnel Board or the Union Board, whichever is appropriate, will determine if it should be reclassified.

PERIODIC REVIEW

It shall be a responsibility of the Personnel Board to review the non-union classification plan and position descriptions at reasonable intervals, but no less than every three years, as it deems necessary and as resources are available.

COMPENSATION

Compensation plans shall be maintained for all Town positions. The Compensation plan for management and professional employees shall consist of seven wage steps for each title in the

classification plan, and a longevity payment based on years of service. The Compensation plan for seasonal and part time employees shall consist of a minimum, maximum, and intermediate wage or salary rate for each title in the Classification Plan, and is hereby incorporated by reference into this policy. The Compensation Plan for union employees shall be found in the respective union contract.

Each department head shall be responsible for having the wages and salaries for Town employees under his/her jurisdiction fixed in accordance with and only in accordance with the rates set for in the Compensation plan.

PERIODIC REVIEW

It shall be the responsibility of the Personnel Board to review all non-union plans annually. Whenever the personnel Board reviews the Compensation Plan, it may take into account and give such weight as it may deem appropriate to the following:

- a. Rates of pay for like positions in other Massachusetts town considered by the Personnel Board to be comparable to Tisbury.
- b. Rates of pay for like jobs (if any) in commercial and business establishments in the area of Tisbury and vicinity.
- c. The current level of the Consumer Price index for Urban Wage earners and Clerical Workers (for Boston-Brockton-Nashua area).

BOARD APPROVED AMENDMENTS

In the event the Personnel Board determines that the establishment of a new position or the reclassification of an existing position requires a change in compensation plan, it may authorize the necessary change. Any increase in wages or salaries under this section shall be effective only if funds are available for that purpose, or are appropriated at a Town Meeting or under certain circumstances funded through a reserve transfer approve by the Finance Committee.

Plans

All Changes to plans are automatically incorporated into this policy upon approval by Town meeting.

- a. Full time Managerial and Professional employees- see addendum.
- b. Par time /seasonal and temporary employees see addendum.
- c. Collective Bargaining- see individual Union contracts

PERFORMANCE APPRAISAL SYSTEM

All employees shall be evaluated yearly according to the Performance Appraisal System designated by the Town Administrator/Personnel Director.

All Compensation plan adjustments, except those included in collective bargaining agreements, will be presented annually to Town Meeting for approval.

Subject to funding availability. Managerial/Professional employees shall be eligible for salary increases within the salary range for their position as follows:

Beginning with the first July 1 following completion of the probationary period and on each July 1 thereafter, employees shall be eligible for merit increases. Merit increases shall be based on the employees' performance during the preceding year as evaluated in accordance with the Town's performance evaluation plan and should also reflect an employee's length of service. No merit increase granted shall result in a salary which exceeds the maximum of salary range. Each increase shall become effective on July 1st. If there is an annual review that is rated "unsatisfactory" or lower there will be no wage increase, and a follow up six month review will be required.

Promotion/Reclassification

An employee who receives a promotion, or whose position is reclassified, shall receive a salary in the new grade level at a step that is at least four percent (4%) above their present rate of pay, but in no case exceeds the maximum step of that grade level. The department head may request a step higher than the four percent based on the employee's qualifications and the internal alignment of comparable positions, however the Personnel Board shall make the final decision on the correct grade level and step placement.

An employee who accepts a promotion will retain their original date of hire for reviews and step increases.

Employees assigned temporarily an "acting" position, will not receive increases until hired in that position and hire date will then change with the new position.

An employee who accepts a position that has a lower grade level than that which they are presently working at will not have their rate of pay changed; but their rate of pay will be "frozen in place" until the compensation plan rises to their current level at which time the normal review practice will resume.

Working out of grade level

Employees temporarily assigned to a higher level, shall be entitled to receive the salary of the higher grade level position at step one, or at the next step higher and closest to their current wage, provided that all the following conditions are met and the change is approved by the Personnel Director.

- a. The employee is assigned to perform a majority of the significant duties of a budgeted higher grade level position from which an incumbent is absent and,
- b. The employee performs the higher grade level duties for fifteen or more consecutive days.

Employees performing the temporary assignment shall receive the higher rate of pay beginning on or retroactive to the first day of the assignment. Employees who work at an hourly rate will be paid overtime based on the hourly rate of the higher grade level, provided however that the higher rate will not apply to paid leaven taken or accrued.

This Policy replaces existing policy 6.0 and 7.0 in the Personnel Manual. The Personnel Board adopted this policy on 2/15/18, 2018. To take effect on 3/1/18

William McConnell

Date

John W. Rollins
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02/15/2018
Date

Barbara Fortes
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2/15/18
Date