

WEST TISBURY PERSONNEL BOARD
MINUTES OF MEETING
December 22, 2014

Present: Gerry Gallagher, Chair, Matt Gebo, Norm Perry, Brian Smith and Kenneth Vincent

Staff: Maria McFarland

Also present for all or part of the meeting: Skip Manter, John Powers, Dan Rossi and Bruce Stone

Present via conference call: Sandy Stapczynski

The meeting was called to order at 11:15 AM Gerry Gallagher presiding.

Classification and Compensation Study/ The purpose of this meeting was to discuss the consultant's findings from the market data survey and to review her draft preliminary report. Sandy is proposing to use the 75th percentile as a guide to structuring a new pay plan for the Town. . Based on the market research Sandy is proposing an entirely new classification plan and wage scale. She explained to the members that there is no correlation between the current plan and the proposed plan.

The current classification plan has two levels of Administrative Clerk and Administrative Assistant. Sandy does not think two levels are necessary. Her report will recommend that the I and II designation be dropped and that the title of the Administrative assistant to the Police Department be changed to Executive Assistant and graded accordingly.

The wage scale Sandy will propose in her report has a 10 % increase between grades and will maintain the 5% increase between steps that the town currently has. The difference between grades on the current scale varies. The proposed compensation plan is based on the data Sandy collected from the other island towns and eleven off island town on the cape.

Members discussed the pros and cons of using the median, average and 75th percentile when structuring the new wage scale . Sandy explained that the median would be too low and the average too high. West Tisbury's wages are very competitive with the current market.

Brian asked if the findings and recommendations should be based on the average rather than the 75th percentile.

Sandy said if you construct a pay plan using the median, the wage scale would be too low. And if you use the average it will be too high.

Employees will be placed on the new wage scale at the grade and step closest to but not lower than where they currently are. If an employee's current wages fall beyond the proposed top step as compared to the market their hourly rate would be frozen. She calls this practice "red circling". She stressed that no employees hourly wage will go down.

It was suggested that Sandy prepare something that would visually show how the current and proposed wage scales match up. Sandy replied that there is no correlation.

Chief Rossi asked if Sandy had looked at the union contracts for island police departments. Sandy explained that their market data analysis only compares base pay for the police.

After discussion it was agreed that it was important to have a more in depth study of the pay differentials for union police departments. Sandy explained that they typically they do a separate study of union benefits. This will not affect the base pay study already completed.

Members did not feel that there was enough detail in this preliminary materials submitted for this meeting to have a final report issued. All agreed that the next step should be a draft final report that they can review and comment on.

A motion was made a seconded to extend the deadline for completion of this project in order to allow the consultant time to prepare a separate report for the police department and to prepare a final draft report before issuing a final report.

A contract extension will be prepared. The new deadlines will be as follows:

Draft final report due 12/29

Final report due 1/16

Final job descriptions, police study and presentation to town employees on or before 1/29.

All in favor.

There being no further business the meeting was adjourned at 1: 00 PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED