

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

5/23/2023

Location/Time: Zoom Meeting, 11:00AM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Mary Hornsby, Rick Reed, Interim Assistant Town Administrator, *ex officio*

1. **Quorum confirmed.** All 3 current appointed Board members present.
2. **Review and approval of prior minutes.** The Board reviewed and approved its minutes for May 16, 2023.
3. **Review and evaluation of proposed revised Assistant Town Administrator position description.** The Board discussed and rated the FLSA exempt full time Assistant Town Administrator position description dated May 1, 2023. Interim Asst. Town Manager R. Reed participated in the evaluation process and explained that the changes related primarily to the removal of human resource responsibilities which now are covered by the new Human Resources Director position description recently approved by the Personnel Board (see minutes of 4/11/23 Board mtg.) Following discussion, it was agreed that wording in the **Accountability** paragraph would be revised to clarify that referenced Town-wide responsibilities were undertaken on behalf of the Town Administrator, and the phrase referring to staffing would be deleted. The grade level was calculated pursuant to the new *Town of Dover, MA Position Rating Manual* approved by the Personnel Board Feb. 16, 2023, and was rated at Grade 4 by unanimous Board vote. The *Dover Personnel Board Position Evaluation Form – Assistant Town Administrator (rev.5-1-23)* May 23, 2023 documents this action. R. Reed will follow up and incorporate the discussed revisions into the position description and circulate the final version to the Personnel Board.
4. **Status of Classification/Compensation system document review.**
  - *Town of Dover Position Rating Manual (PRM)*. Explanatory note: approved by Personnel Bd. 2/16/23; now in process of updating with appendices. The following related documents to be incorporated as appendices:
    - Appendix A – Scoring Instructions (new document recently incorporated)
    - Appendix B - Dover Personnel Board Position Evaluation Form (to be incorporated)
    - Appendix C - Non-Union Classification Plan Rating Table (to be incorporated)While discussing Appendix C, questions were raised regarding some of the grade level scoring ranges in this Table. At present, the sense of the Board is to accept it as is and consider revisions in the future as needed, based on functional effectiveness. When officially incorporated into the PRM, the Table may be approved as part of this action.
  - *Town of Dover Proposed Classification & Compensation Study Summary Report (Summary Report)*. Draft textual clarifications are to be incorporated into **Compensation Plan Results** sections: 7. Legacy Salary Plan, and 8. Bonus Pilot Program along with new section 10. Definitions. In addition, the following related documents are to be incorporated as appendices:

- Appendix 1 - Classification and Compensation Project Methodology
- Appendix 2 - Classification Plan Characteristic Chart
- Appendix 3 - Town of Dover Classification Grade Structure
- Appendix 4 - Classification and Compensation Plan Employee Appeal Process
- Appendix 5 - Classification and Compensation Plan Employee Appeal Form

Note: Documents in appendices 1-3 were approved by the Personnel Bd. with clarifications as stated in the minutes of 2/16/23. Documents in appendices 4 and 5 are being reviewed.

5. **Status of position description appeals.** All position descriptions were updated and formatted consistent with the recently undertaken classification study and process. While most were accepted by all parties, including employees, several remain to be resolved. At present 2 appeal cases are pending in the Council on Aging, and one is pending in the Building Dept. R. Reed is working through the cases consistent with the process outlined in the *Summary Report* and Appendix 4.
6. **Status of filling selected vacancies on Personnel Board.** Per e-mail from Board of Selectmen (BOS) Administrative Assistant Mona DiSciullo -- at the May 23, 2023 Board of Selectmen meeting, the BOS voted the following appointments to the Personnel Board: appoint Mary Hornsby to fill an unexpired term ending 6/30/24, and Robert D. Seiler for a three-year term ending 6/30/2026. Paperwork and swearing in to follow.
7. **Next Zoom meeting:** 11:AM – 12:30PM Monday, June 5, 2023. Update note: this meeting could not be posted due to a notification timing error and was not held. An informal meeting was arranged with IATA R. Reed to clarify a number of questions.

Meeting was adjourned at 1:15pm.

Respectfully submitted, Juris Alksnītis, Co-chair