

1. Agenda

Documents:

[2023.02.07_PERSONNEL_BOARD_AGENDA.PDF](#)

2. Meeting Materials

Documents:

[MEMO_FROM_BARRY_RUBENSTEIN_TO_SELECT_BOARD_DATED_2.2.23.PDF](#)

Town of Southborough, Massachusetts
Joint Meeting of the Personnel Board with the Select Board
Tuesday February 7, 2023 – 6:30 PM
McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
<https://www.southboroughtown.com/remotemeetings>

AGENDA

- 1. Call to Order**
- 2. Old Business** *(the Board may vote)*
 1. Presentation of Revised SAP at Town Meeting
- 3. Adjournment**

Submitted by: Barry J. Rubenstein, Chair

MEMORANDUM

To: Select Board

From: Barry Rubenstein, Chair
Southborough Personnel Board

Date: February 2, 2023

Re: Results of SAP salary study

During FY22, the Personnel Board commenced a pay and classification study of its part-time and full-time nonunion positions which are governed by the Salary Administration Plan. After a review of qualified vendors, the Edward J. Collins, Jr. Center for Public Management was selected.

In the ensuing months, the Collins Center reviewed the existing classification structure, gathered information from employees through a position description review, conducted a market salary survey from comparable municipalities, and made recommendations on an updated classification structure and accompanying pay bands.

At this time, the Personnel Board has voted to recommend a 4% adjustment to current salaries, effective July 1, 2023 and has approved several position reclassifications based on guidance from the Collins Center. The chart below itemizes various alternatives, which have been developed by Finance Director Brian Ballantine and Benefit and Payroll Coordinator Kristen Pasacane. The 4% cost is already included in the operational budgets you have been reviewing.

COST SUMMARY:

A	4% Cost All Groups	\$133,469.44
B	SAP Minimum Cost	\$19,506.93
C	SAP Re-class Cost	\$27,940.37

- A Represents a 4% across board all for SAP employees
- B Represents employees with no grade change but require an adjustment to reach new minimum rate
- C Represents cost of reclassifying employees due to grade change