

TOWN OF MILLIS

TO:

Select Board

CC:

FROM: Michael Guzinski, Town Administrator

DATE: March 21, 2024

RE: Article to Update Personnel Plan Salary Schedule

Greetings,

As part of the Spring Annual Town Meeting certain changes are made to the Personnel Plan (under Article 8) in order to update salary/stipend levels and other benefits.

I am recommending the following changes to the Personnel Plan for FY25:

- A 2% salary/stipend increase to all positions currently in the Personnel Plan
- A pay adjustment to the salary of Part Time Dispatchers in order to attract and retain quality employees
- Remove position of Sealer of Weights & Measures (recently contracted with the Town of Medway)
- Add a Project Manager Stipend of \$1,000 per month for managing special projects
- Make one time 4% adjustment to the ZBA Assistant Stipend
- · Remove the two Respite Care positions that no longer exist
- One time stipend adjustment to the Finance Committee Assistant

I'm recommending that the Board vote to approve these changes to the Personnel Plan for submittal and approval by the Annual Town Meeting.

Please let me know if you have any questions regarding this matter.

Thank you.

SCHEDULE A FY2025

7/1/24 Effective Date
SCHEDULE A - CLASSIFICATION PLAN APPROVED @ 05/07/24 ATM
Weekly Salary and Stipends

| AAGGKI | y Salary and Stipends | | | | | | | | | | | |
|----------------|--|--|--------------------------|-------------|------------------------------------|--------------|--------------|-------------|--------------------|------------------|------------------|-------------------|
| GRAD | E POSITION | | | | | | | | | | | |
| 17 | DIRECTOR OF PUBLIC WORKS FLSA EXEMPT | STE | \$ 2,372.01 | \$ 2,432.72 | \$ 2,495.10 | \$ 2,559.21 | \$ 2,625,00 | \$ 2,690.37 | 5 7 \$ 2,757 88 | 8 \$ 2,826.63 | 9 \$ 2,897.10 | 10 \$ 2,969.69 |
| 16 15 | ASSISTANT TOWN ADMINISTRATOR/HR MGR FLSA EXEMPT VACANT | | \$ 2,141.45 | \$ 2,184.27 | \$ 2,227.96 | \$ 2,272.52 | \$ 2,317.97 | \$ 2,364.33 | \$ 2,411.62 | \$ 2,459.84 | \$ 2,509.05 | \$ 2.559.22 |
| 12 | VACANT | | | | | | | | | | | |
| 11 | COA DIRECTOR FLSA EXEMPT | | \$1,365.57 | \$1,397.40 | \$1,428.40 | \$1,461.08 | \$1,492.49 | \$1,528.13 | \$1,560.27 | \$1,597.68 | \$1,631.60 | \$1,669.46 |
| 9C* | PLUMBING&GAS INSPECTOR ELECTRICALINSPECTOR | | \$6,830.94 \$6,830.94 | | nd plus \$40 pe nd plus \$40 pe | | | | | | | |
| 84* | ALTERNATE BUILDING COMMISSIONER DEP. PLUMB/GAS INSPECTOR 1 DEP. PLUMB/GAS INSPECTOR 2 DEP. ELECTRICAL INSPECTOR 1 DEP. ELECTRICAL INSPECTOR 2 LOCAL BUILDING INSPECTOR | \$13,357.92 \$653.82 annual stipend plus \$40 per inspection | | | | | | | | | | |
| HOUR! GRAD! | | | 1 | | | | | - | n 12: | 125 | | |
| 4 | DISPATCHERIPART TIME | | \$23 09 | \$23.55 | 3 524 02 | 4 \$24,50 | 5 \$24 99 | \$25.49 | | 8 \$26.52 | 9 \$27.05 | 10 \$27.59 |
| PS9 | DEPUTY FIRE CHIEF/EMT* | | \$35.30 | \$36.08 | \$36.91 | \$37.70 | \$38.59 | \$39.42 | \$40.33 | \$41.24 | \$42.17 | \$43.10 |
| | Captain Annual Stipend \$1660.00 | Paid June/December | | | | | | | | | | |
| PS8 | Building Department Assistant (8 hours/week) | | \$21.97 | \$22.41 | \$22.86 | \$23.32 | \$23.79 | \$24.27 | \$24.76 | \$25.26 | \$25.77 | \$26.29 |
| PS6 | VACANT | | | | | | | | | | | |
| PS4 | VACANT | | | | | | | | | | | |
| PS2 | FIREFIGHTER/EMT | | \$22.87 | \$23.39 | \$23.75 | \$24.43 | \$24 97 | \$25,53 | \$26.11 | \$26.67 | \$27.27 | \$27.92 |
| | FF Annual Stipend \$632 | Paid June/December | | | | | | | | | | |
| PS2 | PERM. INTER. POLICE OFFICER LOCKUP KEEPER | | \$22.20 | \$22 68 | \$23.03 | \$23.74 | \$24.27 | \$24 80 | \$25.35 | \$25,93 | \$26.49 | \$27.09 |
| | EMT Annual Stipend \$1248.00 | Paid June/December | | | | | | | | | | |
| | | | | | | | | | | | | |

SCHEDULE A FY2025

7/11/24 Effective Date
SCHEDULE A - CLASSIFICATION PLAN APPROVED @ 05/07/24 ATM Weekly Salary and Stipends

GRADE POSITION
SCHEDULE B FY25 APPOINTED SPECIALS

| PROJECT MANAGEMENT STIPEND CERTIFIED WATER OPERATOR I CERTIFIED WATER OPERATOR II | \$ | 3.035 \$1.000.00 | PER | YEAR | CLASS B MOTOR VEHICLE OPERATOR DIR. VETERANS SERVICES ELECTION WORKER-CENSUS TAKER ON-CALL LIBRARY ASSISTANT | \$ 1,187.28 PER YEAR \$19,101.54 PER YEAR STATE MIN. WAGE GRADE 2 STEP 1 OF SEIU CONTRA | | | | |
|---|-----------|--------------------------|-------------------|-----------------------|---|--|--|-------------------|----------------------|--|
| | | \$1,583.04 \$1,979.82 | PER PER PER | MONTH YEAR YEAR | RESERVE POLICE DETAIL RATE DPW SEASONAL WORKER LIBRARY PAGE | | POLICE UNION CONTRACT RATE STATE MIN. WAGE STATE MIN. WAGE | | | |
| ZONING BOARD OF APPEALS ASSISTANT ZONING BOARD OF APPEALS MEMBER HESPITE CARE PROGRAM MANAGER | 5 | \$4,500.00 181,56 | PER PER PER | YEAR YEAR HOUR | BOARD OF REGISTRARS -CHAIR BOARD OF REGISTRARS MEMBER SNOW CONTRACTOR 7AM-6PM | S | 393.72 121.38 25.18 | PER PER | YEAR YEAR | |
| RESPITE CARE COORDINATOR COA YAN DRIVER COA DISPATCHER | S S | 20 00 20 00 | PER | HOUR | SNOW CONTRACTOR NIGHTS, WEEKEND SNOW MANAGEMENT STIPEND | 5 5 | 37.78 3,858.66 | PER PER PER | HOUR HOUR YEAR | |
| INANCE COMMITTEE ASSISTANT | s | 10,600.80 | PER | YEAR | BOARD OF ASSESSORS MEMBER DPTY ANIMAL CONTROL WEEKEND COVERAGE | 5 | 367.20 100.00 | PER | YEAR | |
| STATE MINIMUM WAGE EFFECTIVE 1/1/2023 | | \$15.00 | | | DPTY ANIMAL CONTROL WEEKNIGHT COVERAGE | S | 25 00 | PER | NIGHT | |