



**Town of Halifax
Wage and Personnel Board
499 Plymouth Street,
Halifax, Massachusetts 02338**

March 22, 2017 Meeting Minutes

The regularly scheduled meeting of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Kitchen, 499 Plymouth Street, Halifax, Massachusetts.

PRESENT FROM THE BOARD: Diane Ruxton, Chair; Kathy Ballerini, Member; Tom Millias, BOS Rep; Susan Vogt, Board Secretary

OTHERS PRESENT: Sandy Nolan; Charlie Seelig; Marie Coady; Linda Cole; Jean Gallant; Don Jacobs.

The regular meeting was opened at 6:30 p.m.

Don Jacobs of DI Jacobs Consulting was present to discuss the preliminary findings of the Classification Study. He provided the Board with a copy of his Classification & Compensation System Position Rating Manual and a preliminary rating for each employee. The Manual included 14 “factors” with varying degree levels for each factor. Mr. Jacobs explained in detail each factor and degree to the Board and it was addressed how each Wage and Personnel was graded according to the employee job description. The Board made minor changes to the Point Total for several employees. Mr. Jacobs will be meeting with each employee next week to review the job descriptions he prepared. Ms. Ruxton asked Mr. Jacobs if he reviewed the current employee job descriptions on file as well and he replied that he had not and did not feel that was relevant for the study. He is preparing the job descriptions based on the information provided by the current employee in the position. A meeting with the Department Heads will take place as well to verify the employee’s job description is correct. Mr. Jacobs expects to have the job description and meetings complete by next week and has received salary data from only three of the ten towns. He would like to meet with the Board next week to review the completed Rating Chart based on changes made at tonight’s meeting. After that is reviewed at the meeting next week, he can apply benchmark salary data to the positions.

The following Change of Status reports were approved:

Jean Gallant – Library Director – Length of Service Increase
Marie Coady – Assistant Library Director – Length of Service Increase

The Board will be meeting on March 29th and 30th next week.

Items for the next agenda:

Reclassification Plan – 6:00pm meeting with Don Jacobs.

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 9:15pm. The next regular meeting is scheduled for March 29, 2017 at 6:00 pm in the Kitchen.

Respectfully submitted,

Susan Vogt
Board Secretary