

1. 8:30 A.M. Personnel Board

Documents:

[2026.01.14 PERSONNEL BOARD AGENDA.PDF](#)

1.I. 8:30 AM Personnel Board

Documents:

[2026.1.14 PERSONNEL BOARD PACKET\\_REV 1..PDF](#)

1.II. 8:30 AM Personnel Board

Documents:

[2026.1.14 PERSONNEL BOARD PACKET.PDF](#)

**Town of Southborough, Massachusetts**  
**Meeting of the Personnel Board**  
**Wednesday January 14, 2026, 8:30 a.m.**  
**Remote Meeting**

Those wishing to watch or participate remotely can do so by accessing the meeting link at:  
<https://ma-southborough.civicplus.com/674/Virtual-Meetings>

**AGENDA**

- 1. Call to Order**
- 2. Public Comment**
- 3. Administrative Business**
  - A. Approve minutes from December 22, 2025
  - B. Employee Transition Report
- 4. Board Discussion/Approval *(the Board may vote)***
  - A. Request for professional development: Christine Russell, Suffolk/MMHR program
  - B. FY27 Budget explanation memo
  - C. Review/approve amendments to FY27 SAP
    - i. Updated recommendations from the Personnel Director
- 5. Other Business *(the Board may vote)***  
Such other business as may properly come before the Board in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§18-25.
- 6. Board Calendar**
- 7. Adjournment**

Submitted by: Jason Malinowski, Chair

Revised agenda notations:

\* Strikethrough indicates a deletion

\*\* Bold, italicized items are additions

**Town of Southborough, Massachusetts**  
**Meeting of the Personnel Board**  
**Wednesday January 14, 2026, 8:30 a.m.**  
**Remote Meeting**

Those wishing to watch or participate remotely can do so by accessing the meeting link at:  
<https://ma-southborough.civicplus.com/674/Virtual-Meetings>

**AGENDA**

- 1. Call to Order**
- 2. Public Comment**
- 3. Administrative Business**
  - A. Approve minutes from December 22, 2025
  - B. Employee Transition Report
- 4. Board Discussion/Approval *(the Board may vote)***
  - A. Request for professional development: Christine Russell, Suffolk/MMHR program
  - B. FY27 Budget explanation memo
  - C. Review/approve amendments to FY27 SAP
    - i. Updated recommendations from the Personnel Director
- 5. Other Business *(the Board may vote)***  
Such other business as may properly come before the Board in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§18-25.
- 6. Board Calendar**
- 7. Adjournment**

Submitted by: Jason Malinowski, Chair  
Revised agenda notations:

\* Strikethrough indicates a deletion

\*\* Bold, italicized items are additions

**Town of Southborough, Massachusetts**  
**Meeting of the Personnel Board**  
**Monday, December 22, 2025 – 8:00 A.M.**  
**Remote through Zoom**

1   **Members present:** Jason Malinowski, Chair; Doriann Jasinski, Brian Shea, John Thorburn and  
2   Tom Truong. **Others present:** Town Administrator Mark Purple. Chair Malinowski called the  
3   meeting to order at 8:01 A.M.

4   **Public Comment**

5   Police Lt. Sean McCarthy addressed the board on behalf of the Southborough Police  
6   Lieutenants, requesting that the existing salary administration plan language related to  
7   this classification [Schedule D, as well as their title in the Classification Schedule] remain  
8   in place until a mutually agreed-upon and ratified contract is in place.

9  
10   **Administrative Business**

11   Approve minutes from November 17, 2025; November 21, 2025

12   The Board approved the meeting minutes from November 17 and 21, with Mr. Shea  
13   suggesting the inclusion of dollar amounts in the minutes for professional development  
14   funding and making a motion for approval as amended. Mr. Malinowski made a motion  
15   to approve the November 17, 2025 as amended and the November 21, 2025 as presented.  
16   Ms. Jasinski seconded. The motion passed all in favor (5-0-0) by roll call vote: Thorburn,  
17   aye; Jasinski, aye; Shea, aye; Truong, aye; Malinowski, aye.

18  
19   **Employee Transition Report:** Ms. Hale announced Ms. Otsuka's resignation as  
20   Executive Assistant in the Select Board office and her new appointment as Assistant  
21   Town Administrator in Brookline.

22  
23   **Protocol and review of employee classification requests**

24   Mr. Malinowski emphasized that the current discussion on employee classification  
25   requests is for educational purposes, as final decisions will be made at a later town  
26   meeting, following a future salary study. He explained the challenges of conducting a  
27   salary survey and the importance of outlining a clear process for addressing these  
28   requests.

29  
30   The committee discussed the process for reviewing job descriptions and salary  
31   adjustments, with Mr. Malinowski explaining that changes should first be approved by  
32   the appointing authority [who advocates for the funding piece] before coming to the  
33   committee for review and approval of edits to the job description. Ms. Jasinski  
34   emphasized that the taxpayers previously rejected the funding request to commence the  
35   salary study earlier than planned and felt the committee should wait for the upcoming  
36   quadrennial review by professional consultants rather than making immediate changes.  
37   The group acknowledged that while many requests have merit, they are constrained by  
38   municipal funding requirements and components of the bylaw. It was noted that in other  
39   municipalities a more streamlined process exists but that is not the structure that  
40   Southborough works under which can be very frustrating.

41  
42   The Board discussed protocol for job description changes, while emphasizing that  
43   material changes would need to be compelling and with additional duties reflected.

44 Marnie Hoolahan, Planning Board member, inquired about accessing job descriptions  
45 with Mr. Malinowski directing her to Ms. Hale for job descriptions and explaining that  
46 budget changes would likely need to wait until fall town meeting for FY27  
47 implementation.

48

49 **Approval of temporary hours under Section 13 of the SAP [Recreation]**

50 The Board approved a part time employee working temporary additional hours in the  
51 Recreation Department [Lisa Novello] while another employee is on a short leave. This  
52 approval is required in the SAP per Section 13. Mr. Malinowski made a motion to  
53 approve the temporary hours for the Recreation Department under Section 13 of the SAP.  
54 Ms. Jasinski seconded. The motion passed (5-0-1) by roll call vote: Thorburn, abstained;  
55 Malinowski, aye; Shea, aye; Jasinski, aye, Truong, aye.

56

57 **Job Description Review [DPW]:** The Personnel Board reviewed updates to the  
58 Business Administrator DPW job description, which has been approved by the Select  
59 Board. Mr. Malinowski made a motion to approve the updates to the Business  
60 Administrator - DPW job description. Ms. Jasinski seconded. The motion passed (5-0-1)  
61 by roll call vote: Thorburn, abstained; Malinowski, aye; Shea, aye; Jasinski, aye, Truong,  
62 aye.

63

64 There was also a request from the DPW Superintendent to grade this position as a "6" in  
65 the SAP Classification Schedule. The normal protocol has been performed by which two  
66 members of the Personnel Board [Jasinski and Malinowski] as well as the Assistant  
67 Town Administrator use a confidential grading tool to review the updated job description  
68 and determine how it should be classified in the town's salary grid. That process  
69 determined it should remain at its current level [Grade 5] rather than being upgraded to  
70 Grade 6 as requested. Mr. Cundiff expressed concerns about the proprietary nature of the  
71 grading process and requested more transparency, while Mr. Malinowski explained that  
72 the process was established by a prior Personnel Board and cannot be disclosed publicly.  
73 Mr. Cundiff asked about next steps and was referred to Mr. Purple, Town Administrator.

74

75 **FY27 Budget:** The Board also discussed the FY27 Personnel Board budget, with Mr.  
76 Malinowski recommending they maintain \$12,000 for workplace development funding  
77 rather than the proposed \$4,550, which was based on the Select Board's guidance to use  
78 FY25 actuals. Mr. Malinowski will provide a rationale to support the Board's position.  
79 Ms. Jasinski made a motion to approve this, Mr. Shea seconded. The motion passed all in  
80 favor (5-0-0) by roll call vote: Thorburn, aye; Jasinski, aye; Shea, aye; Truong, aye;  
81 Malinowski, aye.

82

83 **Salary Study Budget Discussion:** The Board discussed the budget for salary study  
84 funding as a warrant article for \$25,000. It was noted this approach would allow the  
85 study to begin quickly after April 11, 2026 town meeting if approved. Ms. Jasinski made  
86 a motion to recommend this approach, Mr. Thorburn seconded. The motion passed all in  
87 favor (5-0-0) by roll call vote: Thorburn, aye; Jasinski, aye; Shea, aye; Truong, aye;  
88 Malinowski, aye.

**Proposed new stipends:** The Board discussed several topics related to the FY27 SAP, which is being prepared for this April 11, 2026 Annual Town Meeting.

Records Access Officer: Mr. Purple and Town Clerk Jim Hegarty proposed a new \$5,000 stipend to accommodate absorbing the Records Access responsibility into his department. [It would be allocated to the Deputy Town Clerk].

Certified Government Accountant certification: The Board also reviewed a request from Town Accountant Carla McAuliffe for a \$1,000 stipend to support the Assistant Town Accountant's pursuit of this certification. It is akin to other annual payments received by the Assessor's and Treasurer/Collector's departments.

FY27 SAP: Ms. Hale presented proposed edits to the Salary Administration Plan, which include updates to definitions, job descriptions, deleting redundant language as well as updating compensation structures. The Board agreed to vote on stipends at the next meeting, while discussing the SAP edits in more detail at the next meeting.

At 9:19 AM Mr. Malinowski departed the meeting and turned it over to Vice-Chair John Thorburn. The Board then reviewed a request from the Board of Health to add a \$5,000 stipend for a Registered Sanitarian certification, which the current employee [Chris Craig] has received. Mr. Thorburn asked if the Board of Health approved this stipend and Ms. West confirmed they did so at their December 9<sup>th</sup> meeting. Health Agent Taylor West noted that this funding would be contingent on Northborough also approving payment of their 50% share. Ms. Jasinski made a motion to approve a \$5,000 stipend for the Registered Sanitarian contingent on Northborough reimbursing their half. Mr. Thorburn seconded. The motion passed by roll call vote: Jasinski, aye; Shea, aye; Truong, aye; Thorburn, aye.

## I. Adjournment

Mr. Thorburn made a motion to adjourn at 9:29 A.M. Ms. Jasinski seconded. The motion passed all in favor (4-0-0) by roll call vote: Jasinski, aye; Shea, aye; Thorburn, aye; Truong, aye.

Respectfully submitted by Vanessa Hale, Assistant Town Administrator

Documents used at this meeting:

- Minutes from November 17 and November 21, 2025
- Employee transition report
- Memo from Recreation Director re: Approval of temporary hours
- Amended Business Administrator [DPW] amended job description, cover memo
- Proposed FY27 Personnel Board budget
- SAP with track changes
- Memo(s) requesting new stipends be added to the SAP
  - Records Access Officer
  - Certified Governmental Accountant
  - Registered Sanitarian

---

## MEMORANDUM

---

**TO:** PERSONNEL BOARD  
**FROM:** VANESSA HALE, ASST TOWN ADMINISTRATOR  
**SUBJECT:** PERSONNEL HIRING AND DEPARTURES  
**DATE:** January 8, 2026

---

As you know, Section 9(d) of the Salary Administration Plan states the Personnel Board shall be notified of all new personnel and their hiring rates. As of July 1, 2020, the FY21 SAP also requires reporting personnel who have ended town employment. To fulfill that requirement, I wanted to share the following information with you.

<b>Name</b>	<b>Title</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Eff Date</b>	<b>Category</b>
Chris Cremeans	Business Admin [Select Board/Treasurer]	5	2	\$30.66	1/7/26	Appointment

# TOWN OF SOUTHBOROUGH



## FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE • 17 COMMON STREET • SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 x3009 • [bballantine@southboroughma.com](mailto:bballantine@southboroughma.com)

DATE: December 31, 2025

TO: Honorable Personnel Board

FROM: Brian Ballantine, Finance Director

RE: New Employee Development Opportunity

---

I am requesting the Board consider funding for tuition to attend the Suffolk MMHR seminar in the Spring of 2026. This would be intended to benefit the recently hired Payroll/Benefits Coordinator.

I support this request since I believe there is sufficient information and opportunity for development that would benefit the Town of Southborough in the future.

The primary reason I am forwarding to the Personnel Board is that the employee was hired in the Fall after budgets have been established for current employees. Unfortunately, we had a sudden resignation of an employee and Christine has done a fine job of stepping in and learning as much as she can in short order. I think the Personnel Board can assist smaller Departments with these requests when there may be employee turnover and the opportunity is not there for funding in year 1 of employment.

The cost is \$960 and consists of five virtual sessions.

As always, thanks for your assistance and consideration.

# **MMA-Suffolk Municipal Human Resources Seminar: Spring 2026 Application**

## **Spring 2026 HR Seminar Details:**

- **Friday, April 10, 2026**
- **Friday, April 17, 2026**
- **Friday, April 24, 2026**
- **Friday, May 1, 2026**
- **Friday, May 8, 2026**

**All seminar classes are held on Zoom; each class is held from 9am-4pm with a mid-day break.**

**Applications are due January 30, 2026.**

## **Who:**

- **Municipal employees interested in furthering their career in municipal human resources;**
- **Municipal employees who are new to municipal human resources;**
- **Municipal employees who work in a function with human resources adjacent-tasks.**

## **Criteria:**

- **Must currently work in local government, with special consideration given to employees working in a human resources capacity or as a supervisor.**
- **Applications require approval from the municipal manager, administrator or mayor.**
- **This is a competitive application process. The seminar admissions committee will review all applications for each session after the application deadline. Applicants will be notified of their status via email. In the event you are accepted and a spot is**

not available for your preferred session, we will place you on the waitlist and coordinate to enroll you in a future session.

**Cost: \$925**

#### **COURSE REQUIREMENTS:**

Students in the course are expected to attend all course sessions, participate in class activities and plan to be on camera, and complete all course assignments. Students will complete a portfolio of their work.

This seminar is non credited.

#### **COURSE DESCRIPTION & OBJECTIVES:**

This seminar course is designed to provide an overview of municipal human resources within Massachusetts cities and towns.

Students in the course will obtain instruction in the structure and components of municipal human resources management, including but not limited to: hiring, retention, compensation & benefits, employee reviews and evaluations, and more. Students will review best practices in local government human resources management.

#### **READINGS AND LEARNING RESOURCES:**

Will be provided by Suffolk University.

[Sign in to Google](#) to save your progress [Learn more](#)

\* Indicates required question

#### **Applicant Information**

**First Name \***

Your answer

## PROPOSED AMENDMENTS TO THE FY27 SAP

Section	Proposed revision	Explanation	Date Approved by Personnel Board
Administrative edits	Modify date of Town Meeting approval; renumber sections; change board/commission to “appointing authority”	This streamlines the language used in this bylaw	
Definitions	Add definition for “transfer”	Added new definition for future use	
Section 3	Combine section 3 and former section 4	<ul style="list-style-type: none"> <li>Requires appointing authority approval first to establish/approve a position before submitting to the Personnel Board</li> <li>Allows a classification to be established by the Personnel Board during the year &amp; ratified at the next town meeting</li> </ul>	
Section 6 (a)	Add “An employee whose compensation is re-set due to a change in their job classification or title is permitted to receive more than one pay increase in a twelve-month period, subject to approval by the appointing authority and the Personnel Board [when board approval is required].”	This is happening in practice but was not codified; the bylaw states in Section 6 that pay may only be adjusted once every 12 months.	
Section 7	Delete “Transfers and Promotions” and insert “Employee Transitions”	Modifying the title of this section so it also reflects when someone chooses to apply for a position in another functional area [versus a transfer]	
	Delete “Personnel Board” and insert “appointing authority”	Allow the appointing authority to make appointments without requiring additional approval from the Personnel Board, except when salary authorization is required	
	Delete “This is contingent upon the Department Head’s recommendation that qualifications and performance warrant it”	This sentence is redundant	
Section 7 (b)	Insert “involuntarily”	Clarifies the impact of a transfer, making this change when tasks demand it	
Section 8 (a)	Delete “will” and insert “may”	Allows flexibility with pre-employment physicals for administrative positions and serves as a cost saving measure	
Section 8 (b)	Probationary period	Expands the probationary period an additional 6 months, capping it at a total of 12	
Section 8 (c)	Delete “new”	Recognizes that the Personnel Director has the ability to set pay rates [up to Step 8] for an employee who transfers to another department, as well as new staff	
Section [prior]10	Delete this section	The Finance Director manages the process by which budgets are submitted	
Section 9(b)2	Deletes language referring to the approval process for granting three weeks’ vacation per year	The current vacation accrual schedule now permits three weeks for new hires	
Section 9 (g) 1	Delete “of travel time”	Permits the Personnel Director to authorize 2 additional days of bereavement leave when appropriate	
Section 9 i(1)	Add “in the department budget”	Stipulates that funding for a one-time degree bonus must come from the employee’s department budget	

## PROPOSED AMENDMENTS TO THE FY27 SAP

Section 11(b)	Insert “to the Personnel Director”	Allows the Personnel Director to authorize part time employees working full time hours on a temporary basis; notification will be made to the Personnel Board	
Section 11	Delete “approval of” and insert “notification to”	Provides notification to the Personnel Board in certain areas without necessitating the Board to formally vote	
Section 14	Delete “Department Head” and insert “Status” <ul style="list-style-type: none"><li>• Insert “another department employee”</li><li>• Change “appoint” to “assign” an Acting status</li></ul>	This permits all employees to receive this temporary adjustment when qualified, not just department heads	
Section 14 (b)	Delete “10%” and insert “25%”	Grants a 25% increase in weekly pay when an employee is handling the duties of another employee who is absent for a period of 3 weeks or more. The current version only allows 10%	
Section 14 e	Delete “federal election year” and insert “four”	Federal elections take place every two years; the salary study is meant to be at least quadrennial	
Section 14 (e)	Delete “The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment at the next Annual Town Meeting.”	This language is already included in Section 3 of this bylaw	
Section 19	Adds an asterisk after “Building Commissioner”	This position is now under an <a href="#">employment agreement</a>	
Section 19, Sch A	Delete the grid listing grades and steps and insert a new grid	This action delineates a 3% adjustment to the grid over the prior fiscal year	
Section 19, Sch B	Adds the following new stipends to this schedule: Certified Accountant \$1,000 Records Access Officer \$5,000 Registered Sanitarian \$5,000	These stipends have been recommended by the pertinent department heads due to job functions and certification requirements	

**PERSONNEL BYLAW**  
**ENTITLED "THE SALARY ADMINISTRATION PLAN"**  
[revised at October 27, 2025, Special Town Meeting]

Effective July 1, 2025, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through ~~ED~~ ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

#### SECTION I. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

**"Administrative Authority"** means the elected or appointed official or board having jurisdiction over a function or activity.

**"Base Pay"** means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week.) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

**"Class"** means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

**"Classification Schedule"** means any of Schedules A, B, C, D-and-E of Section 20 hereof.

**"Compensation Grade"** means a range of salary/wage rates as may appear in the Classification Schedules.

**"Continuous Full-Time Service"** means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

**"Continuous Employment"** means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

**"Department"** means a functional unit of Town government.

**"Department Head"** means the person appointed and responsible to carry out the duties of a Department.

**"Exempt employee"** means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

Revised by VII\_8824

“Full-Time Employment” means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

“Group” means a group of classes as may appear in the Classification Schedules.

“Maximum Rate” means the highest compensation rate to which an Employee is entitled.

“Minimum Rate” means the lowest rate in a Range, and is normally the hiring rate of a new employee.

“Non-exempt employee” means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

“On-Call Compensation” refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

“Part-Time Employment” means employment less than 20 hours per week.

“Position” means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

“Position Class” means the same as “Class” (note that a class may include only one position, in which event it is defined as a “single position class”).

“Probationary Employee” means a first-time Town employee within his/her first six months of employment, or longer if extended.

“Promotion” means a change from one position to another position in a higher class and/or compensation grade.

“Range” means the difference between minimum and maximum rates of an assigned grade.

“Rate” means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

“Salary Administration Plan” means the Personnel Bylaw Entitled “The Salary Administration Plan.”

“Single Rate” means a rate for a specific position class that is not in a designated range

“Start Date” means the first day of employment with the Town.

“Transfer” means to move from one position to another either voluntarily or involuntarily.

## SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3. NEW OR CHANGED POSITIONS

a. No new position shall be established, nor a position be reclassified the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, after approval of the department head or appointing authority has been granted, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof. The Personnel Board may tentatively add a new class to the Classification Schedule or re-grade to a different compensation grade a position, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Town Meeting.

#### **SECTION 4. RECLASSIFICATION OF EMPLOYEES**

~~No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.~~

#### **SECTION 5. JOB DESCRIPTIONS**

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

#### **SECTION 6. COMPENSATION**

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head. ~~Vacation, personal, sick, and holiday time are NOT included as hours worked.~~

c. The salary schedules set forth in Schedules A, B, C, and D ~~and E~~ of Section 20 hereof reflect the ~~maximum and minimum~~ salaries for each grade, ~~except in the case of an annual stipend under Schedule B~~

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of \$300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by \$45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

#### **SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES**

a. Every employee ~~that who~~ is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1<sup>st</sup> following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their

designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

An employee whose compensation is re-set due to a change in their job classification or title is permitted to receive more than one pay increase in a twelve-month period, subject to approval by the appointing authority and the Personnel Board [when board approval is required].

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments. except in cases that are as provided for underpursuant to Section 8.c.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, their designated appointing authority and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit-eligible employee(s) will earn vacation, sick, and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

**SECTION 87. TRANSFERS AND PROMOTIONS/EMPLOYEE TRANSITIONS**

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board appointing authority, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee involuntarily transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower less, provided the Personnel Board appointing authority approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

c. The Personnel Board shall be notified of such adjustments at regular intervals.

g.

**SECTION 89. NEW PERSONNEL, HIRING; DEPARTURES**

a. Pre-employment physical examinations may will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period.

The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] up to an additional six months when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

#### **SECTION 10. DEPARTMENT BUDGETS**

~~Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [See 11(1)] funds shall also be budgeted in the departmental budget.~~

#### **SECTION 11. EMPLOYEE BENEFITS**

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before <u>or</u> after Christmas Day (as set by the Town annually)

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under

the direction of the Personnel Board

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. ~~Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band.~~ Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days). Employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July

1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave, *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head, ~~in consultation with the Personnel Director~~, may authorize up to two additional days ~~of travel time~~.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus [subject to appropriation in the departmental budget], according to the following schedule:

Associates Degree	\$ 800.00
Bachelors Degree	\$1,200.00
Masters Degree	\$1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board and shall be submitted as documentation for accounts payable. Degree bonus [Sec 11(1)] funds shall also be budgeted in the departmental budget.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent (75%) of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 1210 UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 131 PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of notification to the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests to the Personnel Director for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director with and approved by notification to the Personnel Board.

Rev 121025, 121825, 122325 VH

#### SECTION 142. APPOINTMENT OF "ACTING" STATUS DEPARTMENT HEADS

a. In the absence or retirement of a Department Head or another department employee, for three consecutive weeks, the Select Board or appropriate ~~board or commission~~ appointing authority may assign an appointee "Acting" status ~~Department Head to serve~~ for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate ~~board or commission~~ appointing authority for each such extension. In no case shall an appointment of an "Acting" ~~Department Head~~ status exceed one year.

b. ~~b.~~ ~~Duly appointed "Acting" employees shall be compensated at an additional 1025% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.~~

#### SECTION 153. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

#### SECTION 164. DUTIES OF THE PERSONNEL BOARD

a. ~~b.~~ The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

~~b.~~ The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

~~c.~~ The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

~~d.~~ The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

~~e.~~ The Personnel Board shall from time to time, but no less often than every ~~four~~ ~~years~~ ~~Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.~~

e. f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

f. g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

#### SECTION 175. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

#### SECTION 186. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

**SECTION 197: CLASSIFICATION SCHEDULE**

***SCHEDULE A: GRADED POSITIONS***

<b>Title</b>	<b>Grade</b>
DPW Laborer	1
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Assistant Town Clerk	3
Library Associate	3
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher	4
Assistant Town Accountant	5
Business Administrator	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Health Agent*	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7

Rev 121025, 121825, 122325 VH

Assistant Town Administrator	8
Building Commissioner*	8
Council on Aging Director	8
Director of Facilities	8
Health Director*	8
Director of Information Technology	8
Library Director*	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant*	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

\*when not under contract

SCHEDULE A

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	\$16.31	\$16.63	\$16.96	\$17.30	\$17.65	\$18.00	\$18.36	\$18.74	\$19.11	\$19.49	\$19.88	\$20.27	\$20.68	\$21.09	\$21.52
A-2	\$20.39	\$20.79	\$21.21	\$21.63	\$22.07	\$22.51	\$22.96	\$23.41	\$23.88	\$24.36	\$24.85	\$25.34	\$25.85	\$26.37	\$26.90
A-3	\$24.47	\$24.95	\$25.45	\$25.96	\$26.48	\$27.01	\$27.55	\$28.10	\$28.67	\$29.24	\$29.82	\$30.42	\$31.02	\$31.64	\$32.27
A-4	\$28.14	\$28.71	\$29.28	\$29.86	\$30.46	\$31.06	\$31.69	\$32.33	\$32.97	\$33.63	\$34.30	\$34.99	\$35.69	\$36.40	\$37.13
A-5	\$30.96	\$31.58	\$32.22	\$32.87	\$33.52	\$34.19	\$34.87	\$35.57	\$36.28	\$37.00	\$37.75	\$38.50	\$39.27	\$40.06	\$40.87
A-6	\$34.06	\$34.74	\$35.44	\$36.16	\$36.88	\$37.62	\$38.37	\$39.14	\$39.92	\$40.72	\$41.53	\$42.36	\$43.21	\$44.07	\$44.95
A-7	\$42.57	\$43.42	\$44.29	\$45.18	\$46.09	\$47.01	\$47.95	\$48.91	\$49.88	\$50.88	\$51.90	\$52.94	\$54.00	\$55.08	\$56.19
A-8	\$51.09	\$52.11	\$53.15	\$54.21	\$55.29	\$56.40	\$57.52	\$58.67	\$59.85	\$61.04	\$62.26	\$63.51	\$64.78	\$66.07	\$67.40
A-9	\$56.20	\$57.32	\$58.47	\$59.63	\$60.82	\$62.04	\$63.28	\$64.55	\$65.84	\$67.15	\$68.50	\$69.87	\$71.27	\$72.69	\$74.15
GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	\$15.84	\$16.15	\$16.47	\$16.80	\$17.14	\$17.48	\$17.83	\$18.19	\$18.55	\$18.92	\$19.30	\$19.68	\$20.07	\$20.48	\$20.89
A-2	\$19.80	\$20.19	\$20.59	\$21.00	\$21.42	\$21.86	\$22.29	\$22.73	\$23.19	\$23.65	\$24.12	\$24.61	\$25.10	\$25.61	\$26.12
A-3	\$23.75	\$24.23	\$24.71	\$25.20	\$25.71	\$26.22	\$26.75	\$27.28	\$27.83	\$28.39	\$28.95	\$29.53	\$30.12	\$30.71	\$31.33
A-4	\$27.32	\$27.87	\$28.43	\$28.99	\$29.57	\$30.16	\$30.77	\$31.38	\$32.01	\$32.65	\$33.30	\$33.97	\$34.65	\$35.34	\$36.05
A-5	\$30.06	\$30.66	\$31.28	\$31.91	\$32.55	\$33.20	\$33.86	\$34.54	\$35.23	\$35.93	\$36.65	\$37.38	\$38.13	\$38.89	\$39.68
A-6	\$33.07	\$33.73	\$34.41	\$35.10	\$35.80	\$36.52	\$37.26	\$38.00	\$38.76	\$39.53	\$40.32	\$41.13	\$41.95	\$42.79	\$43.64
A-7	\$41.33	\$42.16	\$43.00	\$43.87	\$44.74	\$45.64	\$46.56	\$47.48	\$48.43	\$49.40	\$50.39	\$51.40	\$52.43	\$53.48	\$54.55
A-8	\$49.60	\$50.59	\$51.60	\$52.63	\$53.68	\$54.75	\$55.85	\$56.96	\$58.10	\$59.27	\$60.45	\$61.66	\$62.89	\$64.15	\$65.44
A-9	\$54.56	\$55.65	\$56.76	\$57.90	\$59.05	\$60.23	\$61.44	\$62.67	\$63.92	\$65.20	\$66.51	\$67.84	\$69.20	\$70.58	\$71.99

Rev 121025, 121825, 122325 VH

*Municipalities are subject to the federal minimum wage law, not the state law.*

SCHEDULE B MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

**Job related stipends:**

Cemetery Agent	\$8,000
Clerk, Board of Registrars	\$1,638.33
Deputy Emergency Management Director	\$2,000
Energy Management <del>Supend</del>	\$6,000
Records Access Officer	\$5,000
Registrar of Voters	\$205.66
Tree Warden	\$8,000
Veterans' Agent and Director of Veterans' Services	\$17,500

**Professional certifications:**

Certified Accountant	\$1,000
Registered Sanitarian	\$5,000

SCHEDULE C SEASONAL PERSONNEL

Positions
<b>Grade 1</b>
Camp Counselor*
Program Aide* (1:1)
<b>Grade 2</b>
Camp Assistant Supervisor*
Intern
Program Supervisor/RAP Monitor
<b>Grade 3</b>
Camp Supervisor*
Assistant Coach*
Head Coach*
<b>Grade 4</b>
Program Instructor*

\*Fee based personnel

**Rates for Seasonal Personnel**

Grade	Hourly	Hourly	Hourly
1	\$ 16.00	\$ 17.00	\$ 18.00
2	\$ 19.00	\$ 20.00	\$ 21.00
3	\$ 23.00	\$ 24.00	\$ 25.00
4	\$ 30.00	\$ 31.00	\$ 32.00

Rev 121025, 121825, 122325 VH

Rev 121025, 121825, 122325 VH

14

#### SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

##### Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

\*Increases in salary for long term employees will be considered case by case by Personnel Board.

#### SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years	\$400
After 10 years	\$600
After 15 years	\$700
After 20 years	\$850
After 25 years	\$1,000
After 30 years	\$1,200
After 40 years	\$1,500

## Vanessa Hale

---

**From:** Lara Davis  
**Sent:** Wednesday, January 7, 2026 1:13 PM  
**To:** Jason W. Malinowski; Vanessa Hale  
**Subject:** SAP Revisions  
**Attachments:** 2025.12.30 SAP Suggestions - LDavis.pdf

Good afternoon Jason and Vanessa,

Thank you to you both and the Personnel Board for looking at ways to improve the SAP and also allowing feedback from the employees! I wanted to send along some thoughts I had on the proposed changes ahead of the next meeting – please see the attached document which includes my comments in the right-hand margin.

In addition to my comments on the proposed SAP changes, I would like to offer the following suggestions regarding the overall process for future revisions:

- I respectfully ask that the process be more proactively collaborative – if employees could be offered the opportunity to be included in the conversation earlier, I think this would allow for more transparency and for employees, management, and the Personnel Board to be on the same page earlier in the process, resulting in a more positive and beneficial outcome. Encouraging back and forth discussion prior to the current tight timeline would allow for employees to fully understand the intent and impact of proposed revisions, would increase employee buy-in, and ensure that any proposed changes are practical. For example, perhaps we open discussions for SAP revisions in the early summer to allow employees to submit suggestions, point out areas of opportunity, and allow for everyone to participate in research into feasibility and comparisons to other towns.
- If possible, please post full packets for the meetings, and post them as early as possible. We all know from our experience with other boards and committees that packets are typically posted and often posted a week before the meeting (understanding some revisions may occur). I think providing this information to employees earlier would allow time for them to review and understand what is being discussed, and for employees to attend meetings fully prepared to participate in a better-quality discussion rather than trying to digest information in the moment, sometimes without a packet to reference. If I may offer a suggestion, perhaps sending the agenda and packet to the SAP employee distribution list when it is posted would be a great way to disseminate information and alert employees to upcoming meetings.

Please let me know if I can provide any additional information, participate in any discussions, or otherwise be of any help. I sincerely appreciate all the work you do on behalf of the employees!

### Lara Davis

Administrative Assistant  
Conservation | Zoning Board of Appeals  
Town of Southborough  
9 Cordaville Road  
Southborough, MA 01772  
(508) 485-0717 ext 3919  
[ldavis@southboroughma.gov](mailto:ldavis@southboroughma.gov)

*Please note that the Secretary of State has deemed e-mail a public record*

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment, or longer if extended.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range.

"Start Date" means the first day of employment with the Town.

"Transfer" means to move from one position to another either voluntarily or involuntarily.

## SECTION 2 POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3 NEW OR CHANGED POSITIONS

No new position shall be established, nor ~~a position be reclassified into the duties of an existing position so-changed that a new level of work demand exists~~, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, after approval of the department head or appointing authority ~~has been granted~~; (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof. ~~The Personnel Board may tentatively add a new class to the Classification Schedule or re-grade to a different compensation grade a position, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Town Meeting.~~

Please provide clarity  
on how/when this  
would be used?

#### SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

#### SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

#### SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head. Vacation, personal, sick, and holiday time are NOT included as hours worked.

c. The salary schedules set forth in Schedules A, B, C, and D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade, except in the case of an annual stipend under Schedule B.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of \$300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by \$45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

#### SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee ~~that who~~ is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1<sup>st</sup> following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their

I think sick & holiday time should be removed from this as they are not voluntary time off and overtime may be required to provide sufficient services.

designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board

~~An employee whose compensation is revised due to a change in their job classification or title is permitted to receive more than one pay increase in a twelve-month period, subject to approval by the appointing authority and the Personnel Board (when board approval is required).~~

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments ~~as soon as possible that are as provided for under pursuant to Section 9 c~~

~~An employee may appear before the Personnel Board prior to its action on any request for an increase. If the employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, their designated appointing authority, and shall decide the matter~~

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick, and personal time in accordance with Section 11(b-d) hereof

2. During the probationary period, paid leave accruals shall be based on the Start Date

## SECTION 87 TRANSFERS AND PROMOTIONS/EMPLOYEE TRANSITIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board appointing authority, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it

b-g. An employee ~~involuntarily~~ transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower ~~less~~, provided the Personnel Board appointing authority approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter

b. The Personnel Board shall be notified of such adjustments at regular intervals

c.

## SECTION 89 NEW PERSONNEL HIRING/DEPARTURES

a. Pre-employment physical examinations ~~may~~ will be required of newly hired employees consistent with the Town's policies

b. Probationary period For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge

Which section is this referring to? 9C (new) is sick leave, 9C (old) is new employee hiring rates.

Please provide clarity on why this is being removed. I worry the intent does not match the impact - this gives perception that access to appear before the Board is being removed.

**SECTION 142 APPOINTMENT OF "ACTING" STATUS DEPARTMENT HEADS**

a. In the absence or retirement of a Department Head ~~or another department employee~~, for three consecutive weeks, the Select Board or appropriate board-of-commission ~~appointing authority~~ may assign an appointee an "Acting" status Department Head to serve for a period of not more than three months. Such three-month period may be extended for up-to-three additional three-month periods, upon the approval of the Select Board or other appropriate board-of-commission ~~appointing authority~~ for each such extension. In no case shall an appointment of an "Acting" Department Head status exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 142 1/2% per week payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employee shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

**SECTION 153 PERSONNEL BOARD**

8 There shall be a Personnel Board to administer the Salary Administration Plan Said Board is to be appointed by the Town Moderator The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation

b Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

## SECTION 164 DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

**e-b** The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

b. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

o.g. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

g. The Personnel Board shall from time to time, but no less often than every ~~four~~ <sup>four</sup> ~~year~~ <sup>year</sup> review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to

Rev 121025, 121825 VH

9

This is a great addition  
and I thank you for  
including it!

Please do not remove the ability to earn overtime. I have previously filled in for multiple positions while fulfilling regular duties from my regular job, and speaking from experience, overtime is sometimes necessary to ensure continuity in services. Overtime must be authorized by the Department Head per Revised Section 5b, so there is already oversight on overtime worked. A good compromise here may be to pay any overtime at the base rate, not the rate + 25%.

**From:** [Katie Barry](#)  
**To:** [Vanessa Hale](#); [Jason W. Malinowski](#)  
**Subject:** FW: SAP Updates & Feedback  
**Date:** Friday, January 9, 2026 7:14:33 AM

---

Hi Vanessa & Jason,

Thank you for the continued opportunity to provide input on SAP-related matters. I genuinely appreciate the openness to ongoing feedback and dialogue, and I am offering the comments below in that same spirit of collaboration and transparency. I want to emphasize that the items noted are intended as suggestions and considerations, rather than comments on finalized rules or outcomes.

Many of the proposed changes have the potential to directly affect employees' day-to-day responsibilities, compensation, and overall morale, so the process by which they are reviewed, discussed, and clarified is especially important.

It would be extremely helpful if packets and supporting materials could be distributed earlier to allow adequate time for review and meaningful discussion. With short notice, it can be challenging to fully digest the information and understand the broader implications of agenda items. Continued collaboration with SAP members on decisions that directly impact employees' livelihoods and daily responsibilities is also critical. Regular working discussions or feedback opportunities with SAP involvement would help build trust and support well-informed decision-making. As the SAP meets monthly, department heads and members of the Personnel Board are always welcome to attend, and I am happy to include you on invitations if you would like to join discussions around future agenda items, ideas, or feedback.

### Section 3: New or Changed Position

The ability to tentatively add a class or regrade a position—particularly when lowering a position's grade—prior to the next TM raises some concern. It is not entirely clear what issue this proposed change is intended to address, and that lack of clarity can create uncertainty for employees. While updates and adjustments are often necessary as needs evolve, I worry that well-intended language under the current Board could be interpreted differently in the future. Any clarification around the purpose and safeguards of this change would be helpful and, if possible, included directly in the SAP.

### Section 5 (New): Compensation

The exclusion of sick and holiday time from hours worked is troubling. In particular, forced overtime should be exempt, as employees have no control over holidays or illness. When employees are required to work during weeks that include a holiday or sick time, they are not given a choice, which can create a perception of unfairness. While these provisions may be outlined by law, there appears to be an opportunity to take a more generous and employee-supportive approach.

### Section 6a (New): Salary Adjustment & Compensation Policies

Removing the language that allows SAP employees to appear before the Board prior to rate or grade change decisions could have unintended negative consequences. As written, this change is not clearly addressed elsewhere and could reasonably be interpreted as limiting employees' ability to advocate for themselves until after a decision has already been made. Referring to the alternate process as an "appeal" may also carry a negative connotation and could disadvantage employees who lack strong managerial advocacy. I respectfully suggest keeping the existing language to ensure employees clearly understand they are welcome to appear before the Board ahead of such impactful decisions.

### Section 14 (New): Appointment of "Acting" Status

Eliminating the ability to earn overtime while covering an additional position is discouraging. Overtime is often necessary when employees take on added responsibilities while continuing to perform their primary role. While the increased percentage pay is very much appreciated, removing the overtime option may risk reduced service levels, lower morale, and a perception that extra efforts are undervalued. Allowing overtime at the employee's original base rate while acting in more than one role could be a fair compromise and a meaningful acknowledgment of the additional workload.

I respectfully ask that these sections be revisited with direct SAP input before any final decisions are made. Continued collaboration-through working sessions, feedback periods, or joint discussions-will help ensure these policies are clear, fair, and supportive of both operational needs and employee well-being.

Thank you again for the opportunity to consistently provide input and to be part of these conversations. I truly appreciate your time and your willingness to engage in ongoing dialogue.

Katie

**Katie Barry**  
Business Administrator  
Town of Southborough  
Building Department  
9 Cordaville Road, Lower Level  
Southborough, M.A. 01772  
508-485-0717  
[kbarry@southboroughma.gov](mailto:kbarry@southboroughma.gov)

# TOWN OF SOUTHBOROUGH



## FACILITIES DEPARTMENT

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-8175 · FAX (508) 485-7189 · [jparent@southboroughma.com](mailto:jparent@southboroughma.com)

Mr. Jason Malinowski, Chair  
Personnel Board  
Town of Southborough  
17 Common Street  
Southborough, MA 01772

January 12, 2026

Dear Chairman Malinowski,

I am writing regarding a proposed change to the wording of the current SAP document, which is scheduled to be discussed at your upcoming January 14, 2026, meeting. I would like to request that your board consider amending the wording of **Section 6b-Compensation** in the current SAP to include vacation time, sick time, personal time, and especially holiday time in the calculation of the 40-hour threshold that must be met before overtime is paid. Given that Maintenance Technicians in the Facilities Department must often come in for snow removal and surface treatment before or after hours and on weekends throughout the winter months, which often have holidays in them, they frequently only receive straight time for these labor intense off-hours tasks. Once I even had to have one of the department's technicians come in to address an issue on Christmas Day, and they only received straight time for this call-in. I believe amending the SAP to include paid time off in the calculation of the 40-hour overtime threshold would improve the morale of the Facilities Department's Maintenance Technicians who are often negatively impacted financially by the unfortunate timing of issues, such as snowstorms that occur during a holiday week. Given the above reasoning, coupled with the fact that I believe this change would have a minimal impact on the budget (I anticipate less than \$1,000 annually), I would greatly appreciate your board's support regarding this request.

Thank you,  
TOWN OF SOUTHBOROUGH  
FACILITIES DEPARTMENT

John A. Parent, MBA  
Director of Facilities  
Energy Manager

**Town of Southborough, Massachusetts**  
**Meeting of the Personnel Board**  
**Wednesday January 14, 2026, 8:30 a.m.**  
**Remote Meeting**

Those wishing to watch or participate remotely can do so by accessing the meeting link at:  
<https://ma-southborough.civicplus.com/674/Virtual-Meetings>

**AGENDA**

- 1. Call to Order**
- 2. Public Comment**
- 3. Administrative Business**
  - A. Approve minutes from December 22, 2025
  - B. Employee Transition Report
- 4. Board Discussion/Approval *(the Board may vote)***
  - A. Request for professional development: Christine Russell, Suffolk/MMHR program
  - B. FY27 Budget explanation memo
  - C. Review/approve amendments to FY27 SAP
    - i. Updated recommendations from the Personnel Director
- 5. Other Business *(the Board may vote)***

Such other business as may properly come before the Board in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§18-25.
- 6. Board Calendar**
- 7. Adjournment**

Submitted by: Jason Malinowski, Chair  
Revised agenda notations:

\* Strikethrough indicates a deletion

\*\* Bold, italicized items are additions

**Town of Southborough, Massachusetts**  
**Meeting of the Personnel Board**  
**Monday, December 22, 2025 – 8:00 A.M.**  
**Remote through Zoom**

1   **Members present:** Jason Malinowski, Chair; Doriann Jasinski, Brian Shea, John Thorburn and  
2   Tom Truong. **Others present:** Town Administrator Mark Purple. Chair Malinowski called the  
3   meeting to order at 8:01 A.M.

4   **Public Comment**

5   Police Lt. Sean McCarthy addressed the board on behalf of the Southborough Police  
6   Lieutenants, requesting that the existing salary administration plan language related to  
7   this classification [Schedule D, as well as their title in the Classification Schedule] remain  
8   in place until a mutually agreed-upon and ratified contract is in place.

9  
10   **Administrative Business**

11   Approve minutes from November 17, 2025; November 21, 2025

12   The Board approved the meeting minutes from November 17 and 21, with Mr. Shea  
13   suggesting the inclusion of dollar amounts in the minutes for professional development  
14   funding and making a motion for approval as amended. Mr. Malinowski made a motion  
15   to approve the November 17, 2025 as amended and the November 21, 2025 as presented.  
16   Ms. Jasinski seconded. The motion passed all in favor (5-0-0) by roll call vote: Thorburn,  
17   aye; Jasinski, aye; Shea, aye; Truong, aye; Malinowski, aye.

18  
19   **Employee Transition Report:** Ms. Hale announced Ms. Otsuka's resignation as  
20   Executive Assistant in the Select Board office and her new appointment as Assistant  
21   Town Administrator in Brookline.

22  
23   **Protocol and review of employee classification requests**

24   Mr. Malinowski emphasized that the current discussion on employee classification  
25   requests is for educational purposes, as final decisions will be made at a later town  
26   meeting, following a future salary study. He explained the challenges of conducting a  
27   salary survey and the importance of outlining a clear process for addressing these  
28   requests.

29  
30   The committee discussed the process for reviewing job descriptions and salary  
31   adjustments, with Mr. Malinowski explaining that changes should first be approved by  
32   the appointing authority [who advocates for the funding piece] before coming to the  
33   committee for review and approval of edits to the job description. Ms. Jasinski  
34   emphasized that the taxpayers previously rejected the funding request to commence the  
35   salary study earlier than planned and felt the committee should wait for the upcoming  
36   quadrennial review by professional consultants rather than making immediate changes.  
37   The group acknowledged that while many requests have merit, they are constrained by  
38   municipal funding requirements and components of the bylaw. It was noted that in other  
39   municipalities a more streamlined process exists but that is not the structure that  
40   Southborough works under which can be very frustrating.

41  
42   The Board discussed protocol for job description changes, while emphasizing that  
43   material changes would need to be compelling and with additional duties reflected.

44 Marnie Hoolahan, Planning Board member, inquired about accessing job descriptions  
45 with Mr. Malinowski directing her to Ms. Hale for job descriptions and explaining that  
46 budget changes would likely need to wait until fall town meeting for FY27  
47 implementation.

48

49 **Approval of temporary hours under Section 13 of the SAP [Recreation]**

50 The Board approved a part time employee working temporary additional hours in the  
51 Recreation Department [Lisa Novello] while another employee is on a short leave. This  
52 approval is required in the SAP per Section 13. Mr. Malinowski made a motion to  
53 approve the temporary hours for the Recreation Department under Section 13 of the SAP.  
54 Ms. Jasinski seconded. The motion passed (5-0-1) by roll call vote: Thorburn, abstained;  
55 Malinowski, aye; Shea, aye; Jasinski, aye, Truong, aye.

56

57 **Job Description Review [DPW]:** The Personnel Board reviewed updates to the  
58 Business Administrator DPW job description, which has been approved by the Select  
59 Board. Mr. Malinowski made a motion to approve the updates to the Business  
60 Administrator - DPW job description. Ms. Jasinski seconded. The motion passed (5-0-1)  
61 by roll call vote: Thorburn, abstained; Malinowski, aye; Shea, aye; Jasinski, aye, Truong,  
62 aye.

63

64 There was also a request from the DPW Superintendent to grade this position as a "6" in  
65 the SAP Classification Schedule. The normal protocol has been performed by which two  
66 members of the Personnel Board [Jasinski and Malinowski] as well as the Assistant  
67 Town Administrator use a confidential grading tool to review the updated job description  
68 and determine how it should be classified in the town's salary grid. That process  
69 determined it should remain at its current level [Grade 5] rather than being upgraded to  
70 Grade 6 as requested. Mr. Cundiff expressed concerns about the proprietary nature of the  
71 grading process and requested more transparency, while Mr. Malinowski explained that  
72 the process was established by a prior Personnel Board and cannot be disclosed publicly.  
73 Mr. Cundiff asked about next steps and was referred to Mr. Purple, Town Administrator.

74

75 **FY27 Budget:** The Board also discussed the FY27 Personnel Board budget, with Mr.  
76 Malinowski recommending they maintain \$12,000 for workplace development funding  
77 rather than the proposed \$4,550, which was based on the Select Board's guidance to use  
78 FY25 actuals. Mr. Malinowski will provide a rationale to support the Board's position.  
79 Ms. Jasinski made a motion to approve this, Mr. Shea seconded. The motion passed all in  
80 favor (5-0-0) by roll call vote: Thorburn, aye; Jasinski, aye; Shea, aye; Truong, aye;  
81 Malinowski, aye.

82

83 **Salary Study Budget Discussion:** The Board discussed the budget for salary study  
84 funding as a warrant article for \$25,000. It was noted this approach would allow the  
85 study to begin quickly after April 11, 2026 town meeting if approved. Ms. Jasinski made  
86 a motion to recommend this approach, Mr. Thorburn seconded. The motion passed all in  
87 favor (5-0-0) by roll call vote: Thorburn, aye; Jasinski, aye; Shea, aye; Truong, aye;  
88 Malinowski, aye.

**Proposed new stipends:** The Board discussed several topics related to the FY27 SAP, which is being prepared for this April 11, 2026 Annual Town Meeting.

Records Access Officer: Mr. Purple and Town Clerk Jim Hegarty proposed a new \$5,000 stipend to accommodate absorbing the Records Access responsibility into his department. [It would be allocated to the Deputy Town Clerk].

Certified Government Accountant certification: The Board also reviewed a request from Town Accountant Carla McAuliffe for a \$1,000 stipend to support the Assistant Town Accountant's pursuit of this certification. It is akin to other annual payments received by the Assessor's and Treasurer/Collector's departments.

FY27 SAP: Ms. Hale presented proposed edits to the Salary Administration Plan, which include updates to definitions, job descriptions, deleting redundant language as well as updating compensation structures. The Board agreed to vote on stipends at the next meeting, while discussing the SAP edits in more detail at the next meeting.

At 9:19 AM Mr. Malinowski departed the meeting and turned it over to Vice-Chair John Thorburn. The Board then reviewed a request from the Board of Health to add a \$5,000 stipend for a Registered Sanitarian certification, which the current employee [Chris Craig] has received. Mr. Thorburn asked if the Board of Health approved this stipend and Ms. West confirmed they did so at their December 9<sup>th</sup> meeting. Health Agent Taylor West noted that this funding would be contingent on Northborough also approving payment of their 50% share. Ms. Jasinski made a motion to approve a \$5,000 stipend for the Registered Sanitarian contingent on Northborough reimbursing their half. Mr. Thorburn seconded. The motion passed by roll call vote: Jasinski, aye; Shea, aye; Truong, aye; Thorburn, aye.

## I. Adjournment

Mr. Thorburn made a motion to adjourn at 9:29 A.M. Ms. Jasinski seconded. The motion passed all in favor (4-0-0) by roll call vote: Jasinski, aye; Shea, aye; Thorburn, aye; Truong, aye.

Respectfully submitted by Vanessa Hale, Assistant Town Administrator

Documents used at this meeting:

- Minutes from November 17 and November 21, 2025
- Employee transition report
- Memo from Recreation Director re: Approval of temporary hours
- Amended Business Administrator [DPW] amended job description, cover memo
- Proposed FY27 Personnel Board budget
- SAP with track changes
- Memo(s) requesting new stipends be added to the SAP
  - Records Access Officer
  - Certified Governmental Accountant
  - Registered Sanitarian

---

## MEMORANDUM

---

**TO:** PERSONNEL BOARD  
**FROM:** VANESSA HALE, ASST TOWN ADMINISTRATOR  
**SUBJECT:** PERSONNEL HIRING AND DEPARTURES  
**DATE:** January 8, 2026

---

As you know, Section 9(d) of the Salary Administration Plan states the Personnel Board shall be notified of all new personnel and their hiring rates. As of July 1, 2020, the FY21 SAP also requires reporting personnel who have ended town employment. To fulfill that requirement, I wanted to share the following information with you.

Name	Title	Grade	Step	Rate	Eff Date	Category
Chris Cremeans	Business Admin [Select Board/Treasurer]	5	2	\$30.66	1/7/26	Appointment

# TOWN OF SOUTHBOROUGH



## FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE • 17 COMMON STREET • SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 x3009 • [bballantine@southboroughma.com](mailto:bballantine@southboroughma.com)

DATE: December 31, 2025

TO: Honorable Personnel Board

FROM: Brian Ballantine, Finance Director

RE: New Employee Development Opportunity

---

I am requesting the Board consider funding for tuition to attend the Suffolk MMHR seminar in the Spring of 2026. This would be intended to benefit the recently hired Payroll/Benefits Coordinator.

I support this request since I believe there is sufficient information and opportunity for development that would benefit the Town of Southborough in the future.

The primary reason I am forwarding to the Personnel Board is that the employee was hired in the Fall after budgets have been established for current employees. Unfortunately, we had a sudden resignation of an employee and Christine has done a fine job of stepping in and learning as much as she can in short order. I think the Personnel Board can assist smaller Departments with these requests when there may be employee turnover and the opportunity is not there for funding in year 1 of employment.

The cost is \$960 and consists of five virtual sessions.

As always, thanks for your assistance and consideration.

# **MMA-Suffolk Municipal Human Resources Seminar: Spring 2026 Application**

## **Spring 2026 HR Seminar Details:**

- **Friday, April 10, 2026**
- **Friday, April 17, 2026**
- **Friday, April 24, 2026**
- **Friday, May 1, 2026**
- **Friday, May 8, 2026**

**All seminar classes are held on Zoom; each class is held from 9am-4pm with a mid-day break.**

**Applications are due January 30, 2026.**

## **Who:**

- **Municipal employees interested in furthering their career in municipal human resources;**
- **Municipal employees who are new to municipal human resources;**
- **Municipal employees who work in a function with human resources adjacent-tasks.**

## **Criteria:**

- **Must currently work in local government, with special consideration given to employees working in a human resources capacity or as a supervisor.**
- **Applications require approval from the municipal manager, administrator or mayor.**
- **This is a competitive application process. The seminar admissions committee will review all applications for each session after the application deadline. Applicants will be notified of their status via email. In the event you are accepted and a spot is**

not available for your preferred session, we will place you on the waitlist and coordinate to enroll you in a future session.

**Cost: \$925**

#### **COURSE REQUIREMENTS:**

Students in the course are expected to attend all course sessions, participate in class activities and plan to be on camera, and complete all course assignments. Students will complete a portfolio of their work.

This seminar is non credited.

#### **COURSE DESCRIPTION & OBJECTIVES:**

This seminar course is designed to provide an overview of municipal human resources within Massachusetts cities and towns.

Students in the course will obtain instruction in the structure and components of municipal human resources management, including but not limited to: hiring, retention, compensation & benefits, employee reviews and evaluations, and more. Students will review best practices in local government human resources management.

#### **READINGS AND LEARNING RESOURCES:**

Will be provided by Suffolk University.

[Sign in to Google](#) to save your progress [Learn more](#)

\* Indicates required question

#### **Applicant Information**

**First Name \***

Your answer

## PROPOSED AMENDMENTS TO THE FY27 SAP

Section	Proposed revision	Explanation	Date Approved by Personnel Board
Administrative edits	Modify date of Town Meeting approval; renumber sections; change board/commission to “appointing authority”	This streamlines the language used in this bylaw	
Definitions	Add definition for “transfer”	Added new definition for future use	
Section 3	Combine section 3 and former section 4	<ul style="list-style-type: none"> <li>Requires appointing authority approval first to establish/approve a position before submitting to the Personnel Board</li> <li>Allows a classification to be established by the Personnel Board during the year &amp; ratified at the next town meeting</li> </ul>	
Section 6 (a)	Add “An employee whose compensation is re-set due to a change in their job classification or title is permitted to receive more than one pay increase in a twelve-month period, subject to approval by the appointing authority and the Personnel Board [when board approval is required].”	This is happening in practice but was not codified; the bylaw states in Section 6 that pay may only be adjusted once every 12 months.	
Section 7	Delete “Transfers and Promotions” and insert “Employee Transitions”	Modifying the title of this section so it also reflects when someone chooses to apply for a position in another functional area [versus a transfer]	
	Delete “Personnel Board” and insert “appointing authority”	Allow the appointing authority to make appointments without requiring additional approval from the Personnel Board, except when salary authorization is required	
	Delete “This is contingent upon the Department Head’s recommendation that qualifications and performance warrant it”	This sentence is redundant	
Section 7 (b)	Insert “involuntarily”	Clarifies the impact of a transfer, making this change when tasks demand it	
Section 8 (a)	Delete “will” and insert “may”	Allows flexibility with pre-employment physicals for administrative positions and serves as a cost saving measure	
Section 8 (b)	Probationary period	Expands the probationary period an additional 6 months, capping it at a total of 12	
Section 8 (c)	Delete “new”	Recognizes that the Personnel Director has the ability to set pay rates [up to Step 8] for an employee who transfers to another department, as well as new staff	
Section [prior]10	Delete this section	The Finance Director manages the process by which budgets are submitted	
Section 9(b)2	Deletes language referring to the approval process for granting three weeks’ vacation per year	The current vacation accrual schedule now permits three weeks for new hires	
Section 9 (g) 1	Delete “of travel time”	Permits the Personnel Director to authorize 2 additional days of bereavement leave when appropriate	
Section 9 i(1)	Add “in the department budget”	Stipulates that funding for a one-time degree bonus must come from the employee’s department budget	

## PROPOSED AMENDMENTS TO THE FY27 SAP

Section 11(b)	Insert “to the Personnel Director”	Allows the Personnel Director to authorize part time employees working full time hours on a temporary basis; notification will be made to the Personnel Board	
Section 11	Delete “approval of” and insert “notification to”	Provides notification to the Personnel Board in certain areas without necessitating the Board to formally vote	
Section 14	Delete “Department Head” and insert “Status” <ul style="list-style-type: none"><li>• Insert “another department employee”</li><li>• Change “appoint” to “assign” an Acting status</li></ul>	This permits all employees to receive this temporary adjustment when qualified, not just department heads	
Section 14 (b)	Delete “10%” and insert “25%”	Grants a 25% increase in weekly pay when an employee is handling the duties of another employee who is absent for a period of 3 weeks or more. The current version only allows 10%	
Section 14 e	Delete “federal election year” and insert “four”	Federal elections take place every two years; the salary study is meant to be at least quadrennial	
Section 14 (e)	Delete “The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment at the next Annual Town Meeting.”	This language is already included in Section 3 of this bylaw	
Section 19	Adds an asterisk after “Building Commissioner”	This position is now under an <a href="#">employment agreement</a>	
Section 19, Sch A	Delete the grid listing grades and steps and insert a new grid	This action delineates a 3% adjustment to the grid over the prior fiscal year	
Section 19, Sch B	Adds the following new stipends to this schedule: Certified Accountant \$1,000 Records Access Officer \$5,000 Registered Sanitarian \$5,000	These stipends have been recommended by the pertinent department heads due to job functions and certification requirements	

**PERSONNEL BYLAW**  
**ENTITLED "THE SALARY ADMINISTRATION PLAN"**  
[revised at October 27, 2025, Special Town Meeting]

Effective July 1, 2025, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through ED ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

**SECTION I. DEFINITIONS**

As used in this bylaw, the following words and phrases shall have the following meanings:

**"Administrative Authority"** means the elected or appointed official or board having jurisdiction over a function or activity.

**"Base Pay"** means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week.) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

**"Class"** means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

**"Classification Schedule"** means any of Schedules A, B, C, D-and-E of Section 20 hereof.

**"Compensation Grade"** means a range of salary/wage rates as may appear in the Classification Schedules.

**"Continuous Full-Time Service"** means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

**"Continuous Employment"** means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

**"Department"** means a functional unit of Town government.

**"Department Head"** means the person appointed and responsible to carry out the duties of a Department.

**"Exempt employee"** means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

Revised by VII\_8824

“Full-Time Employment” means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

“Group” means a group of classes as may appear in the Classification Schedules.

“Maximum Rate” means the highest compensation rate to which an Employee is entitled.

“Minimum Rate” means the lowest rate in a Range, and is normally the hiring rate of a new employee.

“Non-exempt employee” means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

“On-Call Compensation” refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

“Part-Time Employment” means employment less than 20 hours per week.

“Position” means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

“Position Class” means the same as “Class” (note that a class may include only one position, in which event it is defined as a “single position class”).

“Probationary Employee” means a first-time Town employee within his/her first six months of employment, or longer if extended.

“Promotion” means a change from one position to another position in a higher class and/or compensation grade.

“Range” means the difference between minimum and maximum rates of an assigned grade.

“Rate” means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

“Salary Administration Plan” means the Personnel Bylaw Entitled “The Salary Administration Plan.”

“Single Rate” means a rate for a specific position class that is not in a designated range

“Start Date” means the first day of employment with the Town.

“Transfer” means to move from one position to another either voluntarily or involuntarily.

## SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3. NEW OR CHANGED POSITIONS

a. No new position shall be established, nor a position be reclassified the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, after approval of the department head or appointing authority has been granted, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof. The Personnel Board may tentatively add a new class to the Classification Schedule or re-grade to a different compensation grade a position, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Town Meeting.

#### **SECTION 4. RECLASSIFICATION OF EMPLOYEES**

~~No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.~~

#### **SECTION 5. JOB DESCRIPTIONS**

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

#### **SECTION 6. COMPENSATION**

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head. ~~Vacation, personal, sick, and holiday time are NOT included as hours worked.~~

c. The salary schedules set forth in Schedules A, B, C, and D ~~and E~~ of Section 20 hereof reflect the ~~maximum and minimum~~ salaries for each grade, ~~except in the case of an annual stipend under Schedule B~~

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of \$300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by \$45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

#### **SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES**

a. Every employee ~~that who~~ is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1<sup>st</sup> following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their

designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

An employee whose compensation is re-set due to a change in their job classification or title is permitted to receive more than one pay increase in a twelve-month period, subject to approval by the appointing authority and the Personnel Board [when board approval is required].

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments. except in cases that are as provided for underpursuant to Section 8.c.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, their designated appointing authority and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit-eligible employee(s) will earn vacation, sick, and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

**SECTION 87. TRANSFERS AND PROMOTIONS/EMPLOYEE TRANSITIONS**

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board appointing authority, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee involuntarily transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower less, provided the Personnel Board appointing authority approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

c. The Personnel Board shall be notified of such adjustments at regular intervals.

g.

**SECTION 89. NEW PERSONNEL, HIRING; DEPARTURES**

a. Pre-employment physical examinations may will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period.

The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] up to an additional six months when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

#### **SECTION 10. DEPARTMENT BUDGETS**

~~Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [See 11(1)] funds shall also be budgeted in the departmental budget.~~

#### **SECTION 11. EMPLOYEE BENEFITS**

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before <u>or</u> after Christmas Day (as set by the Town annually)

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under

the direction of the Personnel Board

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. ~~Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band.~~ Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days). Employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July

1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave, *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head, ~~in consultation with the Personnel Director~~, may authorize up to two additional days ~~of travel time~~.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus [subject to appropriation in the departmental budget], according to the following schedule:

Associates Degree	\$ 800.00
Bachelors Degree	\$1,200.00
Masters Degree	\$1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board and shall be submitted as documentation for accounts payable. Degree bonus [Sec 11(1)] funds shall also be budgeted in the departmental budget.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent (75%) of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 1210 UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 131 PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of notification to the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests to the Personnel Director for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director with and approved by notification to the Personnel Board.

Rev 121025, 121825, 122325 VH

#### SECTION 142. APPOINTMENT OF "ACTING" STATUS DEPARTMENT HEADS

a. In the absence or retirement of a Department Head or another department employee, for three consecutive weeks, the Select Board or appropriate ~~board or commission~~ appointing authority may assign an appointee "Acting" status ~~Department Head to serve~~ for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate ~~board or commission~~ appointing authority for each such extension. In no case shall an appointment of an "Acting" ~~Department Head~~ status exceed one year.

b. ~~b.~~ ~~Duly appointed "Acting" employees shall be compensated at an additional 1025% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.~~

#### SECTION 153. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

#### SECTION 164. DUTIES OF THE PERSONNEL BOARD

a. ~~b.~~ The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

~~b.~~ The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

~~c.~~ The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

~~d.~~ The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

~~e.~~ The Personnel Board shall from time to time, but no less often than every ~~four~~ ~~years~~ ~~Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.~~

e. f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

f. g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

#### SECTION 175. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

#### SECTION 186. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

**SECTION 197: CLASSIFICATION SCHEDULE**

***SCHEDULE A: GRADED POSITIONS***

<b>Title</b>	<b>Grade</b>
DPW Laborer	1
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Assistant Town Clerk	3
Library Associate	3
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher	4
Assistant Town Accountant	5
Business Administrator	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Health Agent*	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7

Rev 121025, 121825, 122325 VH

Assistant Town Administrator	8
Building Commissioner*	8
Council on Aging Director	8
Director of Facilities	8
Health Director*	8
Director of Information Technology	8
Library Director*	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant*	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

\*when not under contract

SCHEDULE A

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	\$16.31	\$16.63	\$16.96	\$17.30	\$17.65	\$18.00	\$18.36	\$18.74	\$19.11	\$19.49	\$19.88	\$20.27	\$20.68	\$21.09	\$21.52
A-2	\$20.39	\$20.79	\$21.21	\$21.63	\$22.07	\$22.51	\$22.96	\$23.41	\$23.88	\$24.36	\$24.85	\$25.34	\$25.85	\$26.37	\$26.90
A-3	\$24.47	\$24.95	\$25.45	\$25.96	\$26.48	\$27.01	\$27.55	\$28.10	\$28.67	\$29.24	\$29.82	\$30.42	\$31.02	\$31.64	\$32.27
A-4	\$28.14	\$28.71	\$29.28	\$29.86	\$30.46	\$31.06	\$31.69	\$32.33	\$32.97	\$33.63	\$34.30	\$34.99	\$35.69	\$36.40	\$37.13
A-5	\$30.96	\$31.58	\$32.22	\$32.87	\$33.52	\$34.19	\$34.87	\$35.57	\$36.28	\$37.00	\$37.75	\$38.50	\$39.27	\$40.06	\$40.87
A-6	\$34.06	\$34.74	\$35.44	\$36.16	\$36.88	\$37.62	\$38.37	\$39.14	\$39.92	\$40.72	\$41.53	\$42.36	\$43.21	\$44.07	\$44.95
A-7	\$42.57	\$43.42	\$44.29	\$45.18	\$46.09	\$47.01	\$47.95	\$48.91	\$49.88	\$50.88	\$51.90	\$52.94	\$54.00	\$55.08	\$56.19
A-8	\$51.09	\$52.11	\$53.15	\$54.21	\$55.29	\$56.40	\$57.52	\$58.67	\$59.85	\$61.04	\$62.26	\$63.51	\$64.78	\$66.07	\$67.40
A-9	\$56.20	\$57.32	\$58.47	\$59.63	\$60.82	\$62.04	\$63.28	\$64.55	\$65.84	\$67.15	\$68.50	\$69.87	\$71.27	\$72.69	\$74.15
GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	\$15.84	\$16.15	\$16.47	\$16.80	\$17.14	\$17.48	\$17.83	\$18.19	\$18.55	\$18.92	\$19.30	\$19.68	\$20.07	\$20.48	\$20.89
A-2	\$19.80	\$20.19	\$20.59	\$21.00	\$21.42	\$21.86	\$22.29	\$22.73	\$23.19	\$23.65	\$24.12	\$24.61	\$25.10	\$25.61	\$26.12
A-3	\$23.75	\$24.23	\$24.71	\$25.20	\$25.71	\$26.22	\$26.75	\$27.28	\$27.83	\$28.39	\$28.95	\$29.53	\$30.12	\$30.71	\$31.33
A-4	\$27.32	\$27.87	\$28.43	\$28.99	\$29.57	\$30.16	\$30.77	\$31.38	\$32.01	\$32.65	\$33.30	\$33.97	\$34.65	\$35.34	\$36.05
A-5	\$30.06	\$30.66	\$31.28	\$31.91	\$32.55	\$33.20	\$33.86	\$34.54	\$35.23	\$35.93	\$36.65	\$37.38	\$38.13	\$38.89	\$39.68
A-6	\$33.07	\$33.73	\$34.41	\$35.10	\$35.80	\$36.52	\$37.26	\$38.00	\$38.76	\$39.53	\$40.32	\$41.13	\$41.95	\$42.79	\$43.64
A-7	\$41.33	\$42.16	\$43.00	\$43.87	\$44.74	\$45.64	\$46.56	\$47.48	\$48.43	\$49.40	\$50.39	\$51.40	\$52.43	\$53.48	\$54.55
A-8	\$49.60	\$50.59	\$51.60	\$52.63	\$53.68	\$54.75	\$55.85	\$56.96	\$58.10	\$59.27	\$60.45	\$61.66	\$62.89	\$64.15	\$65.44
A-9	\$54.56	\$55.65	\$56.76	\$57.90	\$59.05	\$60.23	\$61.44	\$62.67	\$63.92	\$65.20	\$66.51	\$67.84	\$69.20	\$70.58	\$71.99

Rev 121025, 121825, 122325 VH

*Municipalities are subject to the federal minimum wage law, not the state law.*

SCHEDULE B MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

**Job related stipends:**

Cemetery Agent	\$8,000
Clerk, Board of Registrars	\$1,638.33
Deputy Emergency Management Director	\$2,000
Energy Management <del>Supend</del>	\$6,000
Records Access Officer	\$5,000
Registrar of Voters	\$205.66
Tree Warden	\$8,000
Veterans' Agent and Director of Veterans' Services	\$17,500

**Professional certifications:**

Certified Accountant	\$1,000
Registered Sanitarian	\$5,000

SCHEDULE C SEASONAL PERSONNEL

Positions
<b>Grade 1</b>
Camp Counselor*
Program Aide* (1:1)
<b>Grade 2</b>
Camp Assistant Supervisor*
Intern
Program Supervisor/RAP Monitor
<b>Grade 3</b>
Camp Supervisor*
Assistant Coach*
Head Coach*
<b>Grade 4</b>
Program Instructor*

\*Fee based personnel

**Rates for Seasonal Personnel**

Grade	Hourly	Hourly	Hourly
1	\$ 16.00	\$ 17.00	\$ 18.00
2	\$ 19.00	\$ 20.00	\$ 21.00
3	\$ 23.00	\$ 24.00	\$ 25.00
4	\$ 30.00	\$ 31.00	\$ 32.00

Rev 121025, 121825, 122325 VH

Rev 121025, 121825, 122325 VH

14

#### SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

##### Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

\*Increases in salary for long term employees will be considered case by case by Personnel Board.

#### SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years	\$400
After 10 years	\$600
After 15 years	\$700
After 20 years	\$850
After 25 years	\$1,000
After 30 years	\$1,200
After 40 years	\$1,500

## Vanessa Hale

---

**From:** Lara Davis  
**Sent:** Wednesday, January 7, 2026 1:13 PM  
**To:** Jason W. Malinowski; Vanessa Hale  
**Subject:** SAP Revisions  
**Attachments:** 2025.12.30 SAP Suggestions - LDavis.pdf

Good afternoon Jason and Vanessa,

Thank you to you both and the Personnel Board for looking at ways to improve the SAP and also allowing feedback from the employees! I wanted to send along some thoughts I had on the proposed changes ahead of the next meeting – please see the attached document which includes my comments in the right-hand margin.

In addition to my comments on the proposed SAP changes, I would like to offer the following suggestions regarding the overall process for future revisions:

- I respectfully ask that the process be more proactively collaborative – if employees could be offered the opportunity to be included in the conversation earlier, I think this would allow for more transparency and for employees, management, and the Personnel Board to be on the same page earlier in the process, resulting in a more positive and beneficial outcome. Encouraging back and forth discussion prior to the current tight timeline would allow for employees to fully understand the intent and impact of proposed revisions, would increase employee buy-in, and ensure that any proposed changes are practical. For example, perhaps we open discussions for SAP revisions in the early summer to allow employees to submit suggestions, point out areas of opportunity, and allow for everyone to participate in research into feasibility and comparisons to other towns.
- If possible, please post full packets for the meetings, and post them as early as possible. We all know from our experience with other boards and committees that packets are typically posted and often posted a week before the meeting (understanding some revisions may occur). I think providing this information to employees earlier would allow time for them to review and understand what is being discussed, and for employees to attend meetings fully prepared to participate in a better-quality discussion rather than trying to digest information in the moment, sometimes without a packet to reference. If I may offer a suggestion, perhaps sending the agenda and packet to the SAP employee distribution list when it is posted would be a great way to disseminate information and alert employees to upcoming meetings.

Please let me know if I can provide any additional information, participate in any discussions, or otherwise be of any help. I sincerely appreciate all the work you do on behalf of the employees!

### Lara Davis

Administrative Assistant  
Conservation | Zoning Board of Appeals  
Town of Southborough  
9 Cordaville Road  
Southborough, MA 01772  
(508) 485-0717 ext 3919  
[ldavis@southboroughma.gov](mailto:ldavis@southboroughma.gov)

*Please note that the Secretary of State has deemed e-mail a public record*

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment, or longer if extended.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range.

"Start Date" means the first day of employment with the Town.

"Transfer" means to move from one position to another either voluntarily or involuntarily.

## SECTION 2 POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3 NEW OR CHANGED POSITIONS

No new position shall be established, nor ~~a position be reclassified into the duties of an existing position so-changed that a new level of work demand exists~~, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, after approval of the department head or appointing authority ~~has been granted~~; (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof. ~~The Personnel Board may tentatively add a new class to the Classification Schedule or re-grade to a different compensation grade a position, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Town Meeting.~~

Please provide clarity  
on how/when this  
would be used?

#### SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

#### SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

#### SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head. Vacation, personal, sick, and holiday time are NOT included as hours worked.

c. The salary schedules set forth in Schedules A, B, C, and D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade, except in the case of an annual stipend under Schedule B.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of \$300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by \$45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

#### SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee ~~that who~~ is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1<sup>st</sup> following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their

I think sick & holiday time should be removed from this as they are not voluntary time off and overtime may be required to provide sufficient services.

designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board

~~An employee whose compensation is revised due to a change in their job classification or title is permitted to receive more than one pay increase in a twelve-month period, subject to approval by the appointing authority and the Personnel Board (when board approval is required).~~

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments ~~as soon as possible that are as provided for under pursuant to Section 9 c~~

~~An employee may appear before the Personnel Board prior to its action on any request for an increase. If the employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, their designated appointing authority, and shall decide the matter~~

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick, and personal time in accordance with Section 11(b-d) hereof

2. During the probationary period, paid leave accruals shall be based on the Start Date

## SECTION 87 TRANSFERS AND PROMOTIONS/EMPLOYEE TRANSITIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board appointing authority, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it

b-g. An employee ~~involuntarily~~ transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower ~~less~~, provided the Personnel Board appointing authority approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter

b. The Personnel Board shall be notified of such adjustments at regular intervals

c.

## SECTION 89 NEW PERSONNEL HIRING/DEPARTURES

a. Pre-employment physical examinations ~~may~~ will be required of newly hired employees consistent with the Town's policies

b. Probationary period For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge

Which section is this referring to? 9C (new) is sick leave, 9C (old) is new employee hiring rates.

Please provide clarity on why this is being removed. I worry the intent does not match the impact - this gives perception that access to appear before the Board is being removed.

**SECTION 142. APPOINTMENT OF "ACTING" STATUS DEPARTMENT HEADS**

a. In the absence or retirement of a Department Head or another department employee, for three consecutive weeks, the Select Board or appropriate board or commission appointing authority may assign an Appointee an "Acting" status Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission appointing authority for each such extension. In no case shall an appointment of an "Acting" Department Head status exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 142 1/2% per week payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employee shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

**SECTION 153 PERSONNEL BOARD**

8 There shall be a Personnel Board to administer the Salary Administration Plan Said Board is to be appointed by the Town Moderator The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation

b Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

## SECTION 164 DUTIES OF THE PERSONNEL BOARD

3. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

**e-b** The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

b. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

o-d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

The Personnel Board shall from time to time, but no less often than every ~~four~~ <sup>two</sup> years, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reclassify an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to

Rev 121025, 121825 VH

9

This is a great addition  
and I thank you for  
including it!

Please do not remove the ability to earn overtime. I have previously filled in for multiple positions while fulfilling regular duties from my regular job, and speaking from experience, overtime is sometimes necessary to ensure continuity in services. Overtime must be authorized by the Department Head per Revised Section 5b, so there is already oversight on overtime worked. A good compromise here may be to pay any overtime at the base rate, not the rate + 25%.