



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699
Telephone (508) 240-3700 ---- Fax (508) 240-3703
<https://www.town.orleans.ma.us>

Asst.
ORLEANS TOWN CLERK
[Signature]
22 APR 8 11:03AM

Personnel Advisory Board Tuesday, April 20, 2022, 2:00 p.m.

Join Zoom Webinar via Computer or mobile device: <https://us02web.zoom.us/j/81003780856>
or Dial in via Phone: (646) 558-8656
Webinar ID: 810 0378 0856

AGENDA

Call meeting to Order

Annual Reorganization

2:00 pm Public Hearing

Proposed amendments to Personnel Bylaw for the May 2022 Annual Town Meeting

- Open Public Hearing; read legal ad
- Public Comment
- Close public hearing
- Board discussion
- Vote

Approval of Minutes

October 5, 2021

Any other items for future agendas

Adjourn

Agenda materials

- Public hearing notice
- Town Meeting Article, including proposed motion and summary
- Summary of Proposed Changes
- Draft Minutes



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SELECT BOARD
TOWN
ADMINISTRATOR

TO: The Cape Cod Times
LEGAL ADVERTISEMENTS

FROM: Liana Surdut, Asst. Town Administrator

RE: LEGAL AD FOR PUBLICATION ON April 4, 2022

DATE: March 29, 2022

**TOWN OF ORLEANS
PERSONNEL BYLAW REVISION
PUBLIC HEARING**

On Tuesday, April 20, at 2:00 p.m. the Personnel Advisory Board will hold a public hearing via remote zoom meeting on proposed revisions to the Orleans Personnel Bylaw that will be considered by the voters at the May 9, 2022 Annual Town Meeting.

All interested parties are welcome to attend and participate in the hearing. The proposed changes will be available for review on the Town Website Personnel Advisory Board page, or at the request from the Town Administrator's office from 8:30 a.m. to 4:30 p.m., on or before April 15, 2022.

To join go to: <https://us02web.zoom.us/j/81003780856> or call in by phone: (646) 558-8656, and use webinar ID: 810 0378 0856.

John F. Kelly
Town Administrator

ARTICLE 65. AMEND GENERAL BYLAW CH. 40 – PERSONNEL AND FUND NON-UNION EMPLOYEE COLA

To see if the Town will vote to amend Chapter 40, Personnel, to approve a 3% cost of living wage increase for the period of July 1, 2022 to June 30, 2023 (FY23) for those employees who are covered by the Personnel Bylaw Compensation Plans and those employees covered by individual contracts and employment agreements; and to amend sections of the bylaw to reflect existing policies and procedures of the town, as set forth in the amendment on file with the Town Clerk, or take any action relative thereto.
(Select Board)

(Simple Majority Vote Required)

PROPOSED MOTION

I move that this article be accepted and adopted as printed in the warrant.

SUMMARY

This article updates certain provisions of the Personnel Bylaw and approves a 3% percent cost of living wage increase for all non-union employees. Funding for the COLAs is included in the FY23 operating budget. A copy of the proposed changes is on file with the Town Clerk.

SB:	5 – YES	0 – NO	0 – ABSTAIN
FC:	6 – YES	0 – NO	0 – ABSTAIN

Summary of Proposed Revisions Town of Orleans Personnel Bylaw – May 9, 2022

Formatting: Additions are in red, deletions are ~~crossed-out~~

Chapter 11: Paid Holidays

Section 11-1. The following days shall be recognized as legal holidays within the meaning of these Bylaws and employees shall be excused from all duty not required to maintain essential Town services.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving, effective November 2013
Juneteenth Day	Christmas Day
Independent Day	

**Reserve Officer
Fiscal Year 2023**

RESERVE OFFICER

**RATE OF PAY
\$31.19**

**CALL FIRE FIGHTERS
FISCAL YEAR 2023**

FIREFIGHTER	\$ 16.32	0.33	\$ 16.65
FIREFIGHTER/EMT	\$ 17.42	0.35	\$ 17.77
LIEUTENANT	\$ 19.67	0.39	\$ 20.06

**COMPENSATION PLAN A
FISCAL YEAR 2023**

3.00 % COLA

FY 2023

Work days **261.00**

work hrs **2,088.00**

%	GRADE		STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
NO POSITION AT THIS TIME													
6	1	Hourly	17.6584	18.0998	18.5523	19.0161	19.4915	19.9788	20.4783	20.9902	21.5150	22.0529	22.6042
		Weekly	706.34	723.99	742.09	760.64	779.66	799.15	819.13	839.61	860.60	882.12	904.17
		Annually	36,870.66	37,792.43	38,737.24	39,705.67	40,698.31	41,715.77	42,758.66	43,827.63	44,923.32	46,046.40	47,197.56
NO POSITION AT THIS TIME													
8	2	Hourly	19.0710	19.5478	20.0365	20.5374	21.0509	21.5771	22.1166	22.6695	23.2362	23.8171	24.4125
		Weekly	762.84	781.91	801.46	821.50	842.04	863.08	884.66	906.78	929.45	952.68	976.50
		Annually	39,820.32	40,815.83	41,836.23	42,882.14	43,954.19	45,053.04	46,179.37	47,333.85	48,517.20	49,730.13	50,973.38
DEPARTMENT ASSISTANT 1 - GENERAL													
8	3	Hourly	20.5967	21.1116	21.6394	22.1804	22.7349	23.3033	23.8859	24.4830	25.0951	25.7225	26.3655
		Weekly	823.87	844.46	865.58	887.22	909.40	932.13	955.44	979.32	1,003.80	1,028.90	1,054.62
		Annually	43,005.95	44,081.10	45,183.13	46,312.71	47,470.53	48,657.29	49,873.72	51,120.56	52,398.57	53,708.53	55,051.24
PRINCIPAL BOARD/COMMISSION SECRETARY													
6	4	Hourly	21.8325	22.3783	22.9378	23.5112	24.0990	24.7015	25.3190	25.9520	26.6008	27.2658	27.9475
		Weekly	873.30	895.13	917.51	940.45	963.96	988.06	1,012.76	1,038.08	1,064.03	1,090.63	1,117.90
		Annually	45,586.31	46,725.97	47,894.12	49,091.47	50,318.76	51,576.73	52,866.15	54,187.80	55,542.50	56,931.06	58,354.34
NO POSITION AT THIS TIME													
6	5	Hourly	23.1425	23.7210	24.3141	24.9219	25.5450	26.1836	26.8382	27.5091	28.1969	28.9018	29.6243
		Weekly	925.70	948.84	972.56	996.88	1,021.80	1,047.34	1,073.53	1,100.36	1,127.88	1,156.07	1,184.97
		Annually	48,321.49	49,529.53	50,767.77	52,036.96	53,337.88	54,671.33	56,038.11	57,439.06	58,875.04	60,346.92	61,855.59
NO POSITION AT THIS TIME													
6	6	Hourly	24.5310	25.1443	25.7729	26.4172	27.0777	27.7546	28.4485	29.1597	29.8887	30.6359	31.4018
		Weekly	981.24	1,005.77	1,030.92	1,056.69	1,083.11	1,110.18	1,137.94	1,166.39	1,195.55	1,225.44	1,256.07
		Annually	51,220.78	52,501.30	53,813.83	55,159.18	56,538.16	57,951.61	59,400.40	60,885.41	62,407.55	63,967.74	65,566.93

ADMINISTRATIVE ASSISTANT

6	7	Hourly	26.0029	26.6530	27.3193	28.0023	28.7023	29.4199	30.1554	30.9093	31.6820	32.4740	33.2859
		Weekly	1,040.12	1,066.12	1,092.77	1,120.09	1,148.09	1,176.80	1,206.22	1,236.37	1,267.28	1,298.96	1,331.44
		Annually	54,294.03	55,651.38	57,042.66	58,468.73	59,930.45	61,428.71	62,964.43	64,538.54	66,152.00	67,805.80	69,500.95

BUILDINGS AND FACILITIES MAINTENANCE TECHNICIAN

6	8	Hourly	27.5631	28.2521	28.9584	29.6824	30.4245	31.1851	31.9647	32.7638	33.5829	34.4225	35.2830
		Weekly	1,102.52	1,130.08	1,158.34	1,187.30	1,216.98	1,247.40	1,278.59	1,310.55	1,343.32	1,376.90	1,411.32
		Annually	57,551.67	58,990.46	60,465.22	61,976.85	63,526.27	65,114.43	66,742.29	68,410.85	70,121.12	71,874.15	73,671.00

NO POSITION AT THIS TIME

6	9	Hourly	29.2168	29.9473	30.6959	31.4633	32.2499	33.0562	33.8826	34.7297	35.5979	36.4878	37.4000
		Weekly	1,168.67	1,197.89	1,227.84	1,258.53	1,290.00	1,322.25	1,355.30	1,389.19	1,423.92	1,459.51	1,496.00
		Annually	61,004.77	62,529.89	64,093.14	65,695.47	67,337.86	69,021.31	70,746.84	72,515.51	74,328.40	76,186.61	78,091.28

NO POSITION AT THIS TIME

6	10	Hourly	30.9699	31.7441	32.5377	33.3511	34.1849	35.0395	35.9155	36.8134	37.7338	38.6771	39.6440
		Weekly	1,238.80	1,269.76	1,301.51	1,334.04	1,367.40	1,401.58	1,436.62	1,472.54	1,509.35	1,547.08	1,585.76
		Annually	64,665.06	66,281.69	67,938.73	69,637.20	71,378.13	73,162.58	74,991.64	76,866.43	78,788.09	80,757.79	82,776.73

LICENSING AGENT/PROCUREMENT COORDINATOR

6	11	Hourly	32.8280	33.6487	34.4900	35.3522	36.2360	37.1419	38.0705	39.0222	39.9978	40.9977	42.0227
		Weekly	1,282.15	1,345.95	1,379.60	1,414.09	1,449.44	1,485.68	1,522.82	1,560.89	1,599.91	1,639.91	1,680.91
		Annually	68,544.96	70,258.58	72,015.04	73,815.42	75,660.81	77,552.33	79,491.14	81,478.42	83,515.38	85,603.26	87,743.34

NO POSITION AT THIS TIME

8	12	Hourly	35.4543	36.3406	37.2492	38.1804	39.1349	40.1133	41.1161	42.1440	43.1976	44.2776	45.3845
		Weekly	1,418.17	1,453.62	1,489.97	1,527.22	1,565.40	1,604.53	1,644.64	1,685.76	1,727.90	1,771.10	1,815.38
		Annually	74,028.56	75,879.27	77,776.25	79,720.66	81,713.68	83,756.52	85,850.43	87,996.69	90,196.61	92,451.53	94,762.82

BUILDINGS AND FACILITIES MANAGER

8	13	Hourly	38.2906	39.2479	40.2291	41.2348	42.2657	43.3223	44.4054	45.5155	46.6534	47.8198	49.0152
		Weekly	1,531.62	1,569.92	1,609.16	1,649.39	1,690.63	1,732.89	1,776.22	1,820.62	1,866.14	1,912.79	1,960.61
		Annually	79,950.84	81,949.61	83,998.35	86,098.31	88,250.77	90,457.04	92,718.47	95,036.43	97,412.34	99,847.65	102,343.84

NO POSITION AT THIS TIME

6	14	Hourly	40.5881	41.6028	42.6428	43.7089	44.8016	45.9217	47.0697	48.2465	49.4526	50.6889	51.9562
		Weekly	1,623.52	1,664.11	1,705.71	1,748.36	1,792.06	1,836.87	1,882.79	1,929.86	1,978.10	2,027.56	2,078.25
		Annually	84,747.89	86,866.59	89,038.25	91,264.21	93,545.82	95,884.47	98,281.58	100,738.62	103,257.09	105,838.52	108,484.48

NO POSITION AT THIS TIME

6	15	Hourly	43.0234	44.0989	45.2014	46.3314	47.4897	48.6770	49.8939	51.1412	52.4198	53.7303	55.0735
		Weekly	1,720.94	1,763.96	1,808.06	1,853.26	1,899.59	1,947.08	1,995.76	2,045.65	2,096.79	2,149.21	2,202.94
		Annually	89,832.76	92,078.58	94,380.54	96,740.05	99,158.55	101,637.51	104,178.45	106,782.91	109,452.48	112,188.79	114,993.51

NO POSITION AT THIS TIME

6	16	Hourly	45.6048	46.7449	47.9135	49.1113	50.3391	51.5976	52.8875	54.2097	55.5650	56.9541	58.3779
		Weekly	1,824.19	1,869.80	1,916.54	1,964.45	2,013.56	2,063.90	2,115.50	2,168.39	2,222.60	2,278.16	2,335.12
		Annually	95,222.73	97,603.30	100,043.38	102,544.46	105,108.07	107,735.77	110,429.16	113,189.89	116,019.64	118,920.13	121,893.13

ASSISTANT TOWN ADMINISTRATOR

6	17	Hourly	48.3410	49.5496	50.7883	52.0580	53.3595	54.6934	56.0608	57.4623	58.8989	60.3713	61.8806
		Weekly	1,933.64	1,981.98	2,031.53	2,082.32	2,134.38	2,187.74	2,242.43	2,298.49	2,355.96	2,414.85	2,475.22
		Annually	100,936.09	103,459.49	106,045.98	108,697.13	111,414.56	114,199.92	117,054.92	119,981.29	122,980.82	126,055.34	129,206.72

NO POSITION AT THIS TIME

6	18	Hourly	51.2415	52.5225	53.8356	55.1815	56.5610	57.9751	59.4244	60.9101	62.4328	63.9936	65.5935
		Weekly	2,049.66	2,100.90	2,153.42	2,207.26	2,262.44	2,319.00	2,376.98	2,436.40	2,497.31	2,559.74	2,623.74
		Annually	106,992.26	109,667.07	112,408.75	115,218.97	118,099.44	121,051.93	124,078.23	127,180.19	130,359.69	133,618.68	136,959.15

DIRECTOR OF PUBLIC WORKS AND NATURAL RESOURCES

6	19	Hourly	54.3160	55.6739	57.0657	58.4924	59.9547	61.4536	62.9899	64.5647	66.1788	67.8332	69.5291
		Weekly	2,172.64	2,226.96	2,282.63	2,339.70	2,398.19	2,458.14	2,519.60	2,582.59	2,647.15	2,713.33	2,781.16
		Annually	113,411.80	116,247.10	119,153.28	122,132.11	125,185.41	128,315.05	131,522.93	134,811.00	138,181.28	141,635.81	145,176.71

**NON PERMANENT PART TIME NON BENEFIT EMPLOYEES
COMPENSATION PLAN B
FISCAL YEAR 2023**

PROPOSED 3% COLA

<u>TITLE</u>	<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>
ELECTION WORKER	B1	14.18	14.75	15.34	15.95	16.59	17.25
WARDEN DEPUTY WARDEN	B2	14.47	15.05	15.65	16.27	16.92	17.60
LIBRARY PAGE	B3	14.76	15.35	15.97	16.60	17.26	17.95
GATE OFFICER	B4	15.52	16.14	16.79	17.46	18.16	18.89
PROGRAM ASSISTANT	B5	17.02	17.70	18.41	19.14	19.90	20.69
ASST REGISTRAR LIBRARY ASSISTANT	B6	18.38	19.11	19.87	20.66	21.49	22.34
DATA PROCESS ASST. SENIOR CLERK	B7	19.32	20.10	20.90	21.73	22.60	23.50
BOARD SECRETARY REGISTRAR PRINCIPAL CLERK SENIOR ACCT CLERK PROGRAM CO-DIRECTOR CUSTODIAN VAN DRIVER	B8	20.52	21.34	22.20	23.08	24.01	24.97
PRINCIPAL ACCT CLERK STAFF LIBRARIAN MAINTENANCE WORKER ADMIN ASST.	B9	21.83	22.70	23.61	24.56	25.53	26.55
SR. MAINTENANCE WORKER PROGRAM COORDINATOR OUTREACH WORKER	B10	23.79	24.74	25.73	26.76	27.83	28.94
VIDEO TECHNICIAN	B11	27.56	28.66	29.81	31.00	32.24	33.53
AFFORDABLE HOUSING COORDINATOR	B12	30.97	32.21	33.50	34.83	36.23	37.68
IT SPECIALIST	B13	36.28	37.73	39.24	40.81	42.44	44.14
PROJECT MANAGER/CLERK OF THE WORKS	B14	46.57	51.75				

FY23 SEASONAL PLAN

*designates restricted seasonal employment as certified by the state

3% cola

GRADE	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
D1	PARKING ATTENDANT* PUBLIC INFORMATION GUIDE* PLAYGROUND INSTRUCTOR*	\$14.18	\$15.04	\$15.94	\$16.90	\$17.91	\$18.98
D2	GATE OFFICER* SEASONAL LABORER* SPORTS DIRECTOR*	\$15.20	\$15.97	\$16.77	\$17.60	\$18.48	\$19.41
D3	LIFEGUARD* BEACH RANGER* SOBIRD MONITOR* ENDANGERED SPECIES MONITOR* CSO(POLICE)* PARKING ENFORCEMENT OFFICER SWIMMING INSTRUCTOR* PLAYGROUND DIRECTOR* RETAIL STORE CLERK*	\$16.98	\$17.75	\$18.55	\$19.38	\$20.26	\$21.18
D4	ASST HEAD LIFEGUARD* ASST BEACH DIRECTOR* SKILLED LABORER (WATER)* SKILLED LABORER (PARKS)* CUSTODIAN TENNIS INSTRUCTOR*	\$18.82	\$19.57	\$20.35	\$21.17	\$22.01	\$22.89
D5	SEASONAL STICKER CLERK	\$19.32	\$20.10	\$20.90	\$21.73	\$22.60	\$23.50
D6	HEAD LIFEGUARD* PATROL BOAT OPERATOR* BEACH EMT* ASST SWIMMING DIRECTOR*	\$20.56	\$21.28	\$22.02	\$22.79	\$23.59	\$24.41
D7	BEACH SAFETY SUPERVISOR* SWIMMING DIRECTOR*	\$22.37	\$23.04	\$23.73	\$24.44	\$25.17	\$25.93
D8	NO POSITION	\$24.17	\$24.90	\$25.65	\$26.42	\$27.21	\$28.03

PERSONNEL ADVISORY BOARD
October 5, 2021 at 2pm
VIRTUAL MEETING via ZOOM
Channel 18/YouTube - real-time public access

Present were members Tom Genereux, Gail Meyers Lavin, Lorraine Normann and Assistant Town Administrator Liana Surdut.

The meeting was called to order by Ms Lavin by roll call at 2:08 pm after Ms Lavin was able to resolve her zoom connection.

Annual Reorganization:

Gail Meyers Lavin nominated Tom Genereux for the position of Chair, seconded by Lorraine Normann. With no other nominations, the vote was unanimous by roll call 3-0-0.

Ms Normann nominated Gail Meyers Lavin for the position of Clerk, seconded by Tom Genereux. With no other nominations, the vote was unanimous by roll call 3-0-0.

Mr Genereux read the Public Hearing Legal Ad for Revision of the Personnel Bylaws published on September 24, 2021 in the Cape Codder to be considered at the October 25th, 2021 Special Town Meeting. He convened the Public Hearing to discuss Article 18 of the Warrant and read it and its Summary into the record.

“Article 18 proposes the amendment of General Bylaw Chapter 40 to “implement the non-union 2019 Classification and Compensation study recommendations, and to raise and appropriate the sum of \$11,680, or any other sum, to fund these changes, a copy of which is on file with the Town Clerk.” It will adopt and fund the remaining recommended changes for the full-time positions in the Personnel Bylaw for FY 22 that went into effect on July 1, 2021.”

Mr Genereux asked for any public comments, which were none, and closed the public hearing at 2:13 pm.

Ms Surdut was asked to talk the committee through the changes. She said that the Article proposes that the Town implement the non-union Classification/Compensation Study from 2019 as recommended by their consultant. The article would adopt and fund the remaining recommended changes for the full-time positions in the Personnel Bylaw for FY22 (ie backdated to July 1, 2021). Ms Lavin requested that Ms Surdut arrange to have the spreadsheet pages numbered and to “freeze” the headings (the top columns) of each page, so that members could more easily review which Grades/Steps were being described on each sheet, which she agreed to do.

Ms Surdut explained that the “Estimated Cost to Move Reclassified Employees” compared the FY20 grades and steps and the proposed grades and steps (highlighted in yellow), and that 2 of the 6 employees had been recommended for reclassification. She prepared an excellent memo that are appended to these Minutes describing in detail the Consultant’s recommendations in full adding a step 11, so that the steps were now from 2-12, a total of 11 steps with a 2.5% increase between each one.

She further commented on the Town's plan to conduct a compensation only study for full-time positions in all groups, to be completed by July 1, 2023 so that the results would be available to be part of the negotiations of the next collective bargaining agreements – and would expect to have an article ready for the May or October Town Meeting in 2022.

Ms Surdut also mentioned that the Town Administrator and she were aware that the Seasonal and Part-Time pay plans need some attention, but they had not been able to take this up yet due to lack of time with everything else that had been going on – ie the pandemic and staffing issues. She said that at one point they were missing about 16 positions. She said that they had had a hard time hiring for part-time positions but were now seeing more applicants. Ms Lavin mentioned that the Charter Review Committee had been meeting with the Police and Fire Chiefs and Tom Daley – and were starting to see an increase in the quality of applicants as well.

She and Ms Surdut recalled a conversation last year where Ms Lavin suggested that the PAB might be able to help her do some research on comparable positions in other towns, since the Board only met about once a year; but she did not realize that this was a section of the Plan that preceded both Ms Surdut and Mr Kelly – and needed to be completely reconsidered and a classification done to relate it to the rest of the Plan. All agreed that a consultant would be needed to work on this rather than the members of the PAB and could hopefully be done ahead of the May 2022 Town Meeting.

Ms Lavin, seconded by Mr Genereux, moved to accept the amendment to General Bylaw Chapter 40 to be presented as Article 18 at the October 25, 2021 Special Town Meeting, as printed in the document provided, and voted unanimously by roll call 3-0-0.

The Minutes of April 2021 were moved by Mr Genereux, seconded by Ms Normann, and approved unanimously by roll call 3-0-0.

On a motion by Mr Genereux, seconded by Ms Lavin, the Personnel Advisory Board unanimously voted by roll call to adjourn at 2:35 am.

Respectfully Submitted,

Gail Meyers Lavin, Clerk