



Town of Hubbardston

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CLASSIFICATION AND COMPENSATION

I. PURPOSE

The purpose of this policy is to define and establish procedures for classifying Town of Hubbardston employment positions and standardizing compensation.

II. CLASSIFICATION AND COMPENSATION PLAN

The Human Resources Advisory Board shall be responsible for the preparation, maintenance, and revision of the Classification Plan for all nonunion Town positions, based upon similarity of duties performed and responsibilities assumed. No person shall be appointed, employed, or paid as a Town employee under any title other than one that is included in the Classification Plan. In the absence of a Human Resources Advisory Board, the Town Administrator will be responsible for the duties of the Human Resources Advisory Board.

Every three years the Human Resources Advisory Board or the Town Administrator may conduct a salary survey using comparable towns. The Board will evaluate the survey data, and make a recommendation to the Board of Selectmen for any changes in the Compensation Plan that may be indicated by the results of the salary survey.

The wage used to place a position on the Town's Compensation Plan will only include the position's base salary, not any offered and/or negotiated benefits such as Long-Term Disability, monies received through the Quinn Bill, etc.

The Compensation Plan shall consist of the minimum and maximum wages, step rates and grades for those positions approved by the Board of Selectmen. Any approved increases in the wage scale will be effective July 1 unless the Board of Selectmen determines that the Town's fiscal condition requires a different effective date.

Every year the Human Resources Advisory Board or Town Administrator will review the Classification and Compensation Plan for Approval/Adjustment no later than January 31 as part of the annual budget process.

III. NEW EMPLOYEES

A new employee shall be paid at the minimum Step in the approved Classification Grade to which the position is assigned, unless previous employment experience justifies starting at a step no higher than mid-grade. Such a decision shall be based upon the assessment of previous experience, education and the best interests of the Department.

IV. WAGE AND SALARY INCREASES

All wage and salary increases must be funded in the annual budget and will be based on cost of living increases in the Compensation Plan, or a change in a job description that resulted in a reclassification of that position. Unless an employee receives a needs improvement evaluation (as described in the Performance Review Policy) or is on probation, each employee will progress one step per year on the appropriate classification scale. These increases are subject to budget conditions and approval by Town Meeting voters.

V. COST OF LIVING ADJUSTMENTS

All wage adjustments must be approved by the Town Administrator, and be based upon availability of funds. The Town Administrator may recommend a Cost of Living Adjustment (C.O.L.A.) in the overall Compensation Plan each year. A Cost of Living Adjustment will change each Step in each Grade of the Compensation Plan by the amount of the approved increase, with only minor variations due to rounding. Cost of Living Adjustments will be effective on July 1 of each year, and will apply to all non-union employees.

IV. MAXIMUM STEP EMPLOYEES

An employee who is paid at the maximum Step in a Grade will receive a pay raise only through Cost of Living increases in the Compensation Plan.

V. JOB DESCRIPTIONS AND CLASSIFICATIONS

The job descriptions upon which the Classification Plan is based shall be construed solely as a means of identification and not as limiting the duties and responsibilities of any position or as modifying or in any way affecting the power of any administrative authority to assign duties to, or to direct the work of, any employee under its jurisdiction.

The creation of a new job description or significant changes to an existing job description will result in a review of the job description and a possible reclassification of the job by the Human

Resources Advisory Board. This process uses a standard and consistent methodology to rate the job and assign it to a specific Grade on the Classification Plan.

New Positions

In conjunction with the Department Head or Board Chairperson, the Human Resources Advisory Board and the Town Administrator shall analyze the duties and responsibilities of each new position proposed. On the basis of this analysis, the Human Resources Advisory Board and the Town Administrator will establish a job description and Grade level for the proposed new position.

Job Description Revisions

Each Department Head or Board Chairperson shall report to the Human Resources Advisory Board and Town Administrator any changes in the organization of any department under its jurisdiction or in the assignment of duties and responsibilities to a particular employee which might result in changes in the Classification Plan. A departmental review of current job descriptions shall be done at a minimum of once every two years to assure compliance with the Town's Classification and Compensation Plan.