

POLICY # N1-2.1

POSITION CLASSIFICATION AND PAY RATES NON-UNION EMPLOYEES

Chapter 43 of the Town of Wayland By-laws charges the Personnel Board with the development, implementation and administration of a Wage and Salary Classification Plan. It is the policy of the Town to administer the classification of positions in accordance with the following:

Position Identification and Designation

As defined by Chapter 43, the Personnel Board identifies each non-union position as a regular, temporary or seasonal position. Such positions may be either full-time or part-time depending upon the operational needs of the respective department.

Job Descriptions

Regular non-union positions will have a corresponding job description which defines the essential functions of the position and sets forth the recommended Minimum Entrance Requirements for the position. Each job description must be approved by the Personnel Board. The Board must also approve all updates and amendments to job descriptions.

Position Classifications

The Personnel Board is responsible for establishing and revising regular non-union positions, and determining their placement on the Wage and Salary Classification Plan. The Board will consider both internal and external equity when assigning a classification grade within the Wage and Salary Classification plan. Factors considered when assigning a grade to a non-union position may include, but not be limited to education, knowledge, experience, decision-making and supervision. Depending upon the position, other applicable factors may be considered.

Reclassification

Due to periodic changes in duties, responsibilities and recommended minimum requirements, an employee may request through an Appointing Authority or Assistant Town Administrator/Human Resources Director a classification audit. Upon submission of the relevant data, the Personnel Board may determine if a change in the job description and pay grade is warranted. A classification audit may result in an increase to the pay grade, a decrease to the pay grade, or no change to the pay grade. If there is a change in the pay grade, the Personnel Board will determine the effective date of the change.

Step Placement

Pay Rate at Hire – A newly hired non-union employee whose education or experience exceeds the recommended minimum requirements of the position may be placed at an appropriate step of the pay grade. In such cases the Appointing Authority may offer, with the approval of the Assistant Town Administrator/Human Resources Director, an

initial pay rate up to and including Step 4. The Personnel Board must approve an initial pay rate above Step 4.

Promotions – A non-union employee promoted to a higher-graded position will be placed in the new pay grade at a step that ensures at least the equivalent of a one-step increase as identified in the previous grade and applied in the new pay grade. Any additional step increments associated with a promotion to a non-union position must be approved by the Personnel Board. The intent of this policy is that an employee should not experience an adverse wage effect by being promoted to a new pay grade.

Reclassifications - A non-union employee reclassified to a higher graded position will receive an increase in accord with the provisions of a promotion. An employee reclassified to a lower graded non-union position will be placed in the new pay grade. An employee reclassified to a new position, but at the same pay grade, will not have their compensation changed.

Step Increases

Upon the satisfactory completion of a 6-month probationary period a non-union employee may be eligible to receive a one-step increase within their assigned grade. A step increase is defined as one incremental move up the wage scale for the position's pay grade. A non-union employee may continue to be eligible to receive step increases upon completion of each anniversary date of employment, provided that the employee receives a satisfactory performance evaluation. If an employee is promoted, demoted or reclassified into a position with a different pay grade, the date of entry into the new position shall serve as the employee's new anniversary date for future step increases. A step increase may be withheld in any instance where an employee has not shown satisfactory performance within a review period.

Other Increases

An employee may be eligible for an across-the-board pay increase. Such increases are approved by amending the overall Wage and Salary Classification with the approval of Town Meeting.