



TOWN OF NEEDHAM
NORFOLK COUNTY MASSACHUSETTS

Elizabeth A. Dennis
Director of Human Resources

NEEDHAM TOWN HALL
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Personnel Board Meeting
Monday, August 10, 2015; 6:00 p.m.
Town Hall
Great Plain Conference Room
Agenda

- 6:00 pm** Management compensation proposal
- 6:20 pm** Review/approval of related Management Compensation Policies and Schedule A
- 6:30 pm** Other Business
- 6:35 pm** Adjournment



TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669

Office of the
TOWN MANAGER

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TO: Personnel Board
FROM: Kate Fitzpatrick, Town Manager *Kate*
CC: Christopher Coleman, Assistant Town Manager/Operations
David Davison, Assistant Town Manager/Finance
Elizabeth Dennis, Director of Human Resources
DATE: August 4, 2015
RE: Management Compensation Proposal

We are pleased to present the Board with a proposal for revamping the Town's management compensation system. The existing system was adopted in 1999, and has been subject to minor modifications since that time. The last market review of management pay was conducted in 2005 and implemented in 2006. More recently, the Town engaged a professional manager to perform an updated salary survey, which was then reviewed and revised by the Management Fellow assigned to the Human Resources Office. Generally speaking, similar to the classification and compensation studies recently completed for the ITWA and non-represented administrative and professional staff, management salaries in Needham have not kept pace with those in comparable communities. Moreover, the significant changes to the ITWA and non-represented pay ranges has created compression, and in some cases collision, with the existing management schedule. Finally, the data suggests that the Town's five grade structure is too limiting in terms of our ability to align Needham's pay with similar positions in comparable communities.

Proposal Features

- Under the proposed management compensation program, managers will be eligible for compensation increases based on individual and team performance. Such compensation review will now be the sole mechanism by which management pay will be adjusted – general, across-the-board pay increases will no longer be a component of management pay.
- The existing five management level grades will be increased to nine: K21 through K29, with a 24% spread between the minimum and maximum of the pay ranges. The existing three step increases will be eliminated.
- The practice of paying individual managers beyond the maximum pay for their grade will eventually be eliminated, with the exception of salary reimbursements such as automobile allowances and other stipends.

- The (rarely used) policy of allowing individual managers to be compensated for merit up to 10% above the range will be eliminated with the expansion of the grade maximum pay levels.
- The longevity program was eliminated in 1999 when the current system was adopted, and all managers hired after 1994 are ineligible to participate in the longevity program. There are a handful of managers who are still receiving longevity pay. Under this proposal, longevity pay will be rolled into those managers' base pay effective July 1, 2019 (including any FY2020 increments), and the longevity program for managers will no longer exist.
- On an annual basis, the Town Manager will recommend adjustment to the compensation ranges to the Personnel Board and Board of Selectmen based on factors such as changes in the regional CPI, recent wage increases for represented employees and non-represented personnel, and other relevant factors.
- Out of grade pay for recruitment or retention of individual managers in accordance with the Rates of Compensation Policy (#423) will remain an option.
- All performance evaluations and compensation reviews will be effective on October 1st. Employees hired in the first quarter of the fiscal year (July 1 through September 30) will receive their first compensation review on the October 1 of the following fiscal year (no more than 15 months from the date of hire). Employees hired October 1 – June 30 will be eligible to receive a pro-rata increase on the following October 1st. For example, a manager hired April 1st whose review would result in a 4% compensation increase would receive a 2% increase (50%) the first October 1st, and would be eligible for full increases thereafter.
- Management pay will be converted to true salary basis with the implementation of bi-monthly pay effective July 1, 2016.

Implementation Features

- Except in extraordinary circumstances, managers who are out of range even after the implementation of the new compensation system will be red-lined and will be ineligible for compensation increases until the range maximum for their position classification is higher than their current pay.
- Managers who are not at the maximum of their performance range as of July 1, 2015 will be considered on a case by case basis with respect to first year implementation of this program.
- Given the timing of the proposal, we recommend a 1% increase for all managers effective July 1, 2015. Managers would then be eligible for performance increases as of October 1, 2015.

We look forward to discussing this proposal with the Board at your August meeting.

Enclosures: Management Compensation Policy #512 (proposed and existing)
Rates of Compensation Policy #423 (proposed and existing)
Proposed Management Classification Schedule
Proposed Management Compensation Schedule

**Town of Needham
Management Compensation Policy
Benefits Administration #512**

1. PURPOSE AND SCOPE

The purpose of this policy is to set forth guidelines for the implementation of the Town's Management compensation system.

2. APPLICABILITY

This policy applies to all General Government department managers.

3. DEFINITIONS

Department Managers – those employees classified and paid on the “K” schedule.

4. POLICY

It is the policy of the Town of Needham that management compensation should be based primarily on individual and/or team performance. Decisions concerning management pay shall be governed by the procedures outlined below.

5. PROCEDURES

- 5.1 The “K” schedule shall consist of nine grades each having a salary range from minimum to maximum of 24%. On an annual basis, the Town Manager will review the compensation schedule and make recommendations to the Personnel Board and Board of Selectmen relative to any adjustment to the schedule.
- 5.2 Upon receipt of a written request from the supervising department manager which includes a completed performance evaluation, the Town Manager may approve a compensation increase commensurate with the manager's performance.
- 5.3 Performance evaluations and compensation reviews will be effective as of October 1st of each year.
- 5.4 Compensation Increases may be granted only to the level of the range maximum. No compensation may be paid beyond the range maximum except in accordance with the provisions of the Rates of Compensation policy (#423).
- 5.5 Merit Bonus The Town Manager may approve a lump sum merit payment in an amount not to exceed \$5,000 per fiscal year if the manager has demonstrated exceptional performance. In determining whether the manager meets the standard of exceptional performance, the Town Manager shall consider: 1. how he or she performed the basic requirements of the position

and met specific objectives; 2. the manager's demonstrated initiative in helping other departments or employees in meeting their responsibilities; 3. the successful completion of a project or program; and 4. the nature of the employee's extraordinary service.

- 5.6 Other Personnel Actions The Town Manager may adjust the compensation for managers who have been promoted, reclassified, or accepted a lateral transfer, where such adjustment is deemed necessary or fair.
- 5.7 Management Contracts Notwithstanding the foregoing, the Town Manager is authorized subject to approval of the Board of Selectmen to enter into compensation agreements with management employees at the K-28 and K-29 level based on years of service, performance, and other mitigating factors.
- 5.8 Special Circumstances This policy is intended to provide a basic framework governing the management compensation system and may not contain procedures governing every situation that might arise. The Town Manager may authorize exceptions to the policy under mitigating circumstances.

**Town of Needham
Management Compensation Policy
Benefits Administration #512**

1. PURPOSE AND SCOPE

The purpose of this policy is to set forth guidelines for the implementation of the Town's management compensation system.

2. APPLICABILITY

This policy applies to all department managers.

3. DEFINITIONS

Department Managers – those employees classified and paid on the “M” Schedule.

4. POLICY

It is the policy of the Town of Needham that management compensation should be based primarily on individual and/or team performance. The Town shall employ a management compensation system consisting of performance and merit pay components. Decisions concerning management pay shall be governed by the procedures outlined below.

5. PROCEDURES

5.1.1 The M Schedule shall consist of three steps and a performance range to the range maximum.

5.1.2 In the event that the Board of Selectmen votes to recommend a general wage increase for management employees, the entire schedule shall be so adjusted. General wage increases intended to keep pace with the cost of living will apply to all management employees, and shall not be based on level of performance.

5.2 Step Increases

Managers shall advance to the next step in the range, as appropriate, after receipt of a satisfactory performance evaluation. Upon receipt of written request by the supervising department manager, which includes a copy of the recent performance review form, the Town Manager may approve an additional step or steps for a department manager at the annual review, or sooner as appropriate.

5.3 Performance Range

- 5.3.1 Upon receipt of a written request from the supervising department manager which includes a completed performance evaluation, the Town Manager may approve a compensation increase, not to exceed 5%, within the performance range. Increases within the performance range will be based on level of individual and/or team performance.
- 5.3.2 Managers must have completed 52 weeks of service at the previous compensation level in order to be considered for a performance range increase, unless specifically waived by the Town Manager.
- 5.3.3 Performance range increases may be granted only to the level of the range maximum. No compensation may be paid beyond the range maximum except in accordance with the merit pay provisions of this policy.

5.4 Merit Pay

- 5.4.1 The Town Manager may approve a lump sum merit payment in an amount not to exceed \$5,000 per fiscal year, or a merit increase not to exceed 3% per fiscal year (10% over the duration of employment) if the manager has demonstrated exceptional performance. In determining whether the manager meets the standard of exceptional performance, the Town Manager shall consider: 1. how he or she performed the basic requirements of the position and met specific objectives; 2. the manager's demonstrated initiative in helping other departments or employees in meeting their responsibilities; 3. the successful completion of a project or program; and 4. the nature of the employee's extraordinary service.
 - 5.4.1.1 Managers are eligible to receive a lump sum merit payment for the completion of a one-time program or project, regardless of their current salary level.
 - 5.4.1.2 Managers are eligible to receive lump-sum merit payment for overall performance. However, managers must be at the maximum of their range for 52 weeks in order to receive this lump sum merit payment.
 - 5.4.1.3 Managers are eligible to receive a merit salary increase. Managers must be at the maximum of their range for 52 weeks in order to receive a merit salary increase, unless specifically waived by the Town Manager in order to approve an increase which is the combination of, and meets the criteria for, both performance range and merit increases.

5.5 Other Personnel Actions

The Town Manager may adjust the compensation for managers who have been promoted, reclassified, or accepted a lateral transfer, where such adjustment is deemed necessary or fair.

5.6 Management Contracts

Notwithstanding the foregoing, the Town Manager is authorized subject to approval of the Board of Selectmen to enter into compensation agreements with management employees at the M-5 level based on years of service, performance, and other mitigating factors.

5.7 Special Circumstances

This policy is intended to provide a basic framework governing the management compensation system and may not contain procedures governing every situation that might arise. The Town Manager may authorize exceptions to the policy under mitigating circumstances.

Town of Needham
Rates of Compensation Policy
Personnel Administration #423

1. PURPOSE AND SCOPE

The purpose of this policy is to set forth the manner in which rates of compensation are to be interpreted consistent with Section 20B (6) of the Town Charter.

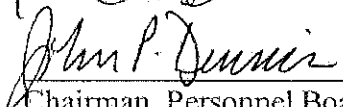
2. APPLICABILITY

This policy applies to all non-represented General Government employees.

3. POLICY

- 3.1 No change in compensation for a position established by the compensation plan shall have the effect of reducing the compensation of incumbents occupying positions at the time of the change.
- 3.2 The rates of compensation in the Compensation Plan schedules are expressed in terms of dollars per year for full time employment, except where otherwise expressly stated. Where applicable, annual rates of pay shall be divided by 52 to produce a weekly rate and further divided by 37.5 or 40 (whichever is appropriate) to produce an hourly rate of pay.
- 3.3 Rates of pay included in the Compensation Plan represent the total remuneration to be paid to employees except for longevity, differentials, overtime, stipends, merit pay, or other pay type as may be authorized by policy, or state statute, and reimbursement of authorized expenses.
- 3.4 Employees whose service is less than full-time shall be compensated based on the ratio that such employment bears to full-time employment.
- 3.5 The Town Manager may adjust the rate of compensation for any position up to two (2) compensation grades or up to twenty percent (20%), where such adjustment is deemed necessary to recruit or retain qualified employees in accordance with prevailing market conditions.

Town of Needham

Personnel Policy	Page:	Supersedes: 7/1/00
Benefit Administration #423	1 of 1	New: 7/17/06
Rates of Compensation	Date:	Approved:
	7/1/00	 Town Manager
		 Chairman, Personnel Board

1. PURPOSE AND SCOPE

The purpose of this policy is to set forth the manner in which rates of compensation are to be interpreted consistent with Section 20B (6) of the Town Charter.

2. APPLICABILITY

This policy applies to all non-represented General Government employees.

3. POLICY

- 3.1 No change in compensation for a position established by the compensation plan shall have the effect of reducing the compensation of incumbents occupying positions at the time of the change.
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- 3.3 Rates of pay included in the Compensation Plan represent the total remuneration to be paid to employees except for longevity, differentials, overtime, stipends, merit pay, or other pay type as may be authorized by policy, or state statute, and reimbursement of authorized expenses.
- 3.4 Employees whose service is less than full-time shall be compensated based on the ratio that such employment bears to full-time employment.
- 3.5 Subject to prior approval of the Town Manager, temporary employees may be employed at less than the minimum compensation prescribed for the applicable class by the Compensation Plan.
- 3.6 The Town Manager may adjust the rate of compensation for any position up to two (2) compensation grades or up to twenty percent (20%), where such adjustment is deemed necessary to retain qualified employees in accordance with prevailing market conditions.

FY2016	Minimum	Maximum
K29	\$121,726	\$150,940
K28	\$114,730	\$142,265
Asst Town Mgr Dir of Finance Asst Town Mgr Dir of Operations Director of Public Works		
K27	\$107,734	\$133,590
K26	\$100,738	\$124,915
Director of Design and Construction Director of Facilities Operations DPW Assistant Director Town Engineer		
K25	\$93,742	\$116,240
Director of Human Resources Director of Management Information Systems		
K24	\$86,746	\$107,565
Building Commissioner Director of Assessing Director of Park and Recreation Director of Planning and Community Development Director of Public Health Director of Public Library Division Superintendent Highway Division Superintendent Parks and Forestry Division Superintendent Solid Waste Recycling Division Superintendent Water Sewer Town Accountant Town Treasurer and Tax Collector		
K23	\$79,750	\$98,890
COA Executive Director Director of Youth Services Senior Project Manager		
K22	\$72,754	\$90,215
Director of Conservation Director of Economic Development Fleet Supervisor Project Manager Supervisor of Administration DPW Support Services Manager		
K21	\$63,375	\$78,585

Management Schedule

Current	New	Points	Points	Min	Max	Min Max	Progression Low
M5	K29	302	314	\$121,726	\$150,940	24.0%	6.1%
M4/M5	K28	289	301	\$114,730	\$142,265	24.0%	6.5%
M4/M5	K27	275	287	\$107,734	\$133,590	24.0%	6.9%
M3/M4	K26	262	274	\$100,738	\$124,915	24.0%	7.5%
M3	K25	249	261	\$93,742	\$116,240	24.0%	8.1%
M2/M3	K24	236	248	\$86,746	\$107,565	24.0%	8.8%
M2	K23	223	235	\$79,750	\$98,890	24.0%	9.6%
M1/M2	K22	210	222	\$72,754	\$90,215	24.0%	14.8%
M1	K21	197	209	\$63,375	\$78,585	24.0%	

Town of Needham

FISCAL YEAR 2016

SCHEDULE A

Effective July 1, 2015

Full-time, part-time, temporary, and seasonal position classifications with corresponding compensation schedules

CLASS TITLE	GRADE/SCHEDULE	New Grade/Schedule/non- rep & mgmt positions	FLSA exempt status
Activity Instructor	Schedule C		exempt
Administrative Analyst	NR-3	GE-18	exempt
Administrative Assistant	I-14	G-14	non-exempt
Administrative Coordinator	I-15		non-exempt
Administrative/Office Support Specialist I, II, III (AOSS)		Schedule C	non-exempt
Administrative Specialist	I-15		non-exempt
Animal Control Officer	UR-2	G-16	non-exempt
Animal Inspector	Schedule C		Stipend
Applications Administrator	IE-20		exempt
Assistant Building Commissioner	NR-6	GE-21	exempt
Assistant Cataloger	SS-3	G-14	non-exempt
Assistant Children's Librarian	SS-4	G-15	non-exempt
Assistant Director of Assessing	NR-5	GE-20	exempt
Assistant Director of Public Library	NR-6	GE-21	exempt
Assistant Director of Public Works	N-4	K-26	exempt
Assistant Director, Park & Recreation	NR-5	GE-20	exempt
Assistant Executive Director, Council on Aging	NR-5	GE-20	exempt
Assistant Program Coordinator	NR-1	G-15	non-exempt
Assistant Superintendent	UR-5	GE-20	exempt
Assistant Town Accountant	NR-5	GE-20	exempt
Assistant Town Clerk	NR-3	GE-18	exempt
Assistant Town Engineer	UR-6	GE-22	exempt
Assistant Town Manager/Director of Finance	M-5	K-28	exempt
Assistant Town Manager/Director of Operations	M-5	K-28	exempt
Assistant Town Planner	NR-4	GE-19	exempt
Assistant Treasurer/Collector	NR-5	GE-20	exempt
Autocad Technician	UR-2	G-16	non-exempt
Building Commissioner	M-2	K-24	exempt
Building Monitor I, II	Schedule C		non-exempt
Care/Veterans Graves & Coordinator of Ceremonies	Schedule C		Stipend
Carpenter	BT-2		non-exempt
Children's Librarian	NR-3	GE-18	exempt
Chief Pumping Station Operator	W-7		non-exempt
Civil Engineer	UR-4	GE-19	exempt
Community Housing Specialist	NR-4	G-19	non-exempt
Computer Operator	I-15		non-exempt
Conservation Specialist	I-17		non-exempt
Contract Administrator	UR-6	GE-21	exempt
Council on Aging, Executive Director	M-2	K-23	exempt

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Craftworker	BT-2		non-exempt
Custodian	BC-1		non-exempt
Department Assistant 1	I-12		non-exempt
Department Assistant 2	I-13		non-exempt
Department Specialist	I-14		non-exempt
Deputy Fire Chief	F-4		non-exempt
Deputy Fire Chief, Operations	F-5		non-exempt
Director of Assessing	M-2	K-24	exempt
Director of Conservation	M-1	K-22	exempt
Director of Design and Construction	M-4	K-26	exempt
Director of Economic Development	M-1	K-22	exempt
Director of Facilities Operations	N-4	K-26	exempt
Director of Human Resources	M-3	K-25	exempt
Director of Management Information Systems	M-3	K-25	exempt
Director of Park and Recreation	M-2	K-24	exempt
Director of Planning and Community Development	M-3	K-24	exempt
Director of Public Health	M-3	K-24	exempt
Director of Public Library	M-3	K-24	exempt
Director of Public Works	N-5	K-28	exempt
Director of Youth Services	M-2	K-23	exempt
Division Superintendent, Highway	N-2	K-24	exempt
Division Superintendent, Parks and Forestry	N-2	K-24	exempt
Division Superintendent, Solid Waste/Recycling	N-2	K-24	exempt
Division Superintendent, Water/Sewer	N-3	K-24	exempt
Election Clerk	Schedule C		non-exempt
Election Inspector	Schedule C		non-exempt
Election Warden	Schedule C		non-exempt
Electrician	BT-3		non-exempt
Engineering Aide	UR-1	G-15	non-exempt
Environmental Health Agent	I-20		non-exempt
Equipment Mechanic	W-5		non-exempt
Facility Operations Shift Supervisor	UR-5	GE-20	exempt
Field Assessor	I-18		non-exempt
Finance and Procurement Coordinator	NR-6	GE-21	exempt
Finance Committee, Executive Secretary	NR-4	GE-19	exempt
Fire Captain	F-3		non-exempt
Fire Chief	N-5 *		exempt
Fire Director of Administrative Services	IE-20		exempt
Fire Lieutenant	F-2		non-exempt
Firefighter	F-1		non-exempt
Fleet Supervisor	N-1	K-22	exempt
General Services Assistant (GSA)		Schedule C	non-exempt
GIS/Database Administrator	IE-20		exempt
Glazer/Craftsperson	BT-2		non-exempt
Heavy Motor Equipment Operator	W-4		non-exempt
Human Resources Administrator	NR-3	GE-18	exempt
HVAC Technician	BT-3		non-exempt
Information Technology Specialist (ITS)		Schedule C	exempt
Inspector of Plumbing & Gas	NR-4	G-19	non-exempt
Inspector of Wires	NR-4	G-19	non-exempt

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Laborer 2	W-2		non-exempt
Laborer 3	W-3		non-exempt
Laborer/Trades Assistant Year 1 ,2, 3 ,4		Schedule C	non-exempt
Library Assistant	SS-2	G-13	non-exempt
Library Children's Supervisor	NR-4	GE-19	exempt
Library Circulation Supervisor	SS-5	GE-17	exempt
Library Reference Supervisor	NR-4	GE-19	exempt
Library Technical Services Supervisor	NR-4	GE-19	exempt
Library Technology Specialist/Archivist	NR-4	GE-19	exempt
Lineman	FA-1		non-exempt
Local Building Inspector	NR-5	G-20	non-exempt
Management Analyst	IE-20	GE-20	exempt
Master Mechanic	W-7		non-exempt
Network Manager	IE-23		exempt
New Year's Needham Coordinator	Schedule C		Stipend
On-call Public Health Nurse		Schedule C	exempt
Parking Clerk		Schedule C	non-exempt
Payroll Coordinator	I-18		non-exempt
Playground Maintenance Specialist	Schedule C		non-exempt
Plumber	BT-3		non-exempt
Police Chief	N-5 *		exempt
Police Lieutenant	P-3		non-exempt
Police Maintenance Assistant	UR-1	G-15	non-exempt
Police Matron	Schedule C		non-exempt
Police Officer	P-1		non-exempt
Police Sergeant	P-2		non-exempt
Professional/Technical Support Specialist I, II, III		Schedule C	non-exempt
Program Support Assistant I, II, III		Schedule C	non-exempt
Program Coordinator	NR-2	G-16	non-exempt
Program Manager	M-1		exempt
Project Manager	M-1	K-22	exempt
Public Health Nurse	IE-20		exempt
Public Safety Dispatch Supervisor	UR-4	G-19	non-exempt
Public Safety Dispatcher	UR-1	G-15	non-exempt
Public Works Craftsworker	W-4		non-exempt
Public Works Inspector	W-6		non-exempt
Public Works Specialist 1	W-4		non-exempt
Public Works Specialist 2	W-5		non-exempt
Public Works Technician	W-5		non-exempt
Pumping Station Operator	W-5		non-exempt
Recording Secretary	Schedule C		non-exempt
Recreation Specialist I		Schedule C	exempt
Recreation Specialist II		Schedule C	exempt
Recreation Specialist III		Schedule C	exempt
Recreation Specialist IV		Schedule C	exempt
Recreation Specialist V		Schedule C	exempt
Recreation Supervisor	I-16		non-exempt
Reference Librarian/Audio Visual Specialist	NR-3	GE-18	exempt
Reference Librarian/Program Specialist	NR-3	GE-18	exempt
Registrar of Voters	Schedule C		Stipend

Town of Needham

Seasonal Driver Traveling Meals I, II		Schedule C	non-exempt
Senior Administrative Coordinator	I-17		non-exempt
Senior Corps Participant	Schedule C		non-exempt
Senior Custodian 1	BC-2		non-exempt
Senior Custodian 2	BC-3		non-exempt
Senior Program Coordinator	NR-5	G-20	non-exempt
Senior Program Manager	M-3		exempt
Senior Project Manager	M-2	K-23	exempt
Senior Trip Coordinator	Schedule C		non-exempt
Social Worker 1	IE-18		exempt
Social Worker 2	IE-19		exempt
Special Assignment Support (SAS)		Schedule C	non-exempt
Special Detail Worker	Schedule C		non-exempt
Student Intern 1 - 4	Schedule C		non-exempt
Substitute - Building Inspector		Schedule C	non-exempt
Substitute - Plumbing and Gas Inspector		Schedule C	non-exempt
Substitute - Wiring Inspector		Schedule C	non-exempt
Superintendent, Fire Alarm	FA-2		non-exempt
Supervisor of Administration/DPW	M-1	K-22	exempt
Support Services Manager	N-1	K-22	exempt
Survey Party Chief	UR-3	G-18	non-exempt
Systems Analyst	IE-18		exempt
Technology Support Technician	I-19		non-exempt
Town Accountant	M-2	K-24	exempt
Town Counsel	Schedule C		exempt
Town Engineer	N-4	K-26	exempt
Town Manager	Contract		exempt
Town Treasurer and Tax Collector	M-2	K-24	exempt
Traffic Supervisor	Schedule C		non-exempt
Tree Climber	W-4		non-exempt
Van Driver	Schedule C		non-exempt
Warehouse Person	BT-1		non-exempt
Water Treatment Facility Manager	UR-6	GE-21	exempt
Working Foreman	W-6		non-exempt
Needham Contributory Retirement Board Titles			
Department Specialist/Retirement	SS-3	G-14	non-exempt
Retirement Administrator	NR-5	GE-20	exempt
<u>SCHEDULE A STIPENDS</u>			
All Stipends must be approved by the Town Manager prior to payment.			
(Additional compensation for specific assignments)			
(1) Additional \$75.00 per month when assigned to and performing the duties of Deputy Tree Warden.			
(2) Additional \$1,500 per year when performing the duties of Assistant Parking Clerk			
(3) Additional \$1,200 when assigned to and performing the duties of Registered Land Surveyor as designated by the Director of Public Works.			
(4) Additional \$1,200 when an employee other than the Assistant Town Manager/Finance Director is designated as the Chief Procurement Officer.			
(5) Designated Wiring Inspector in accordance with M.G.L. c. 166 s 32.			
(6) Additional \$1,500 when assigned as Assistant Director of Emergency Management			

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(7) Additional \$2,000 when assigned as Director of Emergency Management		
(8) Additional \$1,500 when assigned Youth Center Coordinator responsibilities		
(*) Compensation set by employment agreement in accordance with M.G.L. c. 41 s. 108O		
(**) Outreach Worker is PT position; moved to Schedule C as Program Assistant II		