

**ARTICLE 3.** To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2022, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 21 through 24 of this warrant; funding for estimated costs of said plan included in the proposed general operating budget of Town in Article #6; or take any other action thereon.

Sponsored and Supported by the Personnel Board  
Finance Committee recommends adoption of this article  
Select Board recommends adoption of this article

**MOTION:** I move to adopt the **Classification Plan and Compensation Plan** for FY 2022, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 21 through 24 of this warrant; funding for estimated costs of said plan included in the proposed general operating budget of Town in Article #6.

**COMMENTS:** The Classification and Compensation Plan mirrors the changes made in the union contracts – a 1.5% retroactive increase and a 2.0% increase for FY22. For Part-Time non-union employees – those positions listed on page 21 – the adjustments were made to hourly rates with the exception that the lowest paid hourly positions were increased to meet the Massachusetts minimum wage.

The salary ranges for the Full-Time non-union positions – primarily department heads – listed on pages 22 and 23 were also increased in accordance with the union increases. However, these positions do not automatically receive the increase. Department Heads must successfully achieve satisfactory performance evaluations and complete assigned performance goals in order to progress along the salary range. Certain department heads are eligible for merit increases as well for highly successful performance at the discretion of the Select Board and Personnel Board.

The pay matrix for career firefighters is listed on page 24. Similarly, this matrix was increased retroactively for FY21 at 1.5% and at 2.0% for FY22. Career firefighters also receive a step increase for each year (until step 10) if they complete certain training requirements and achieve a satisfactory performance evaluation.

**TOWN OF BOXFORD – COMPENSATION PLAN for  
NON-BENEFIT ELIGIBLE CLASSIFICATION PLAN EMPLOYEES  
FISCAL YEAR 2022**

<b>HOURLY EMPLOYEES CLASSIFICATION</b>	<b>HOURLY RATE FY 2022</b>
1. Library Personnel	
Circulation Attendant	13.50
Library Assistant	16.61
2. Minutes Secretary	17.47-20.27 (Based on Tenure)
3. Clerical Associate	17.06
4. Assistant Town Clerk	23.18
5. Assistant Animal Control Officer	14.07
6. Alternate Building Inspector	27.90
7. Recycle Attendant	17.23
8. Election Officers	
Wardens	13.50
Inspectors	14.00
9. Plumbing/Gas Inspector	359.75 (weekly stipend)
10. Wiring Inspector	359.75 (weekly stipend)
11. DPW Summer Help	
Starting	13.50
After 30 days	13.75
Returning 2 <sup>nd</sup> Year	14.00
Each Successive Returning Yr	+.50/hr.
12. Parks Program (Seasonal)	
Director	34.00 – 39.00
Assistant Director	19.00 – 24.00
Nurse	25.00 – 35.00
Art Director	19.00 – 24.00
Senior Counselor	13.90 – 14.25
Junior Counselor	13.50 – 13.70
13. Outreach Worker	18.10
14. Van Driver	15.22

**TOWN OF BOXFORD, MA - NON-UNION CLASSIFICATION PLAN**

**Grade N-1**

*No position assigned.*

**Grade N-2**

*No position assigned.*

**Grade N-3**

*No position assigned.*

**Grade N-4**

Animal Control Officer

**Grade N-5**

Payroll and Benefits Administrator

**Grade N-6**

*No position assigned.*

**Grade N-7**

Assistant Treasurer/Collector of Taxes

**Grade N-8**

*No position assigned.*

**Grade N-9**

Director of Communications  
Director of Senior Services  
Town Clerk

**Grade N-10**

Director of Public Health  
Director of Public Libraries  
Inspector of Buildings

**Grade N-11**

Director of Assessments  
Director of Land Use  
Assistant Town Administrator  
Treasurer/Collector

**Grade N-12**

*No position assigned.*

**Grade N-13**

DPW Superintendent/Town Engineer  
Fire Chief

**Grade N-14**

Police Chief  
Director of Municipal Finance/Town Accountant

**Grade N-15**

Town Administrator

**TOWN OF BOXFORD - PROPOSED NON-UNION COMPENSATION PLAN FY-2022**

<i>Grade</i>		<i>Min</i>	<i>Mid</i>	<i>Max</i>
1	Hourly	17.63	20.27	23.32
	Weekly	705.20	810.80	932.80
	Annual	36,811.44	42,323.76	48,692.16
2	Hourly	19.39	22.30	25.65
	Weekly	775.72	892.00	1,026.00
	Annual	40,492.58	46,562.40	53,557.20
3	Hourly	21.33	24.53	28.21
	Weekly	853.16	981.20	1,128.40
	Annual	44,534.95	51,218.64	58,902.48
4	Hourly	23.46	26.98	31.03
	Weekly	938.52	1,079.20	1,241.20
	Annual	48,990.74	56,334.24	64,790.64
5	Hourly	25.10	28.87	33.20
	Weekly	1,004.09	1,154.80	1,328.00
	Annual	52,413.39	60,280.56	69,321.60
6	Hourly	26.86	30.89	35.52
	Weekly	1,074.28	1,235.60	1,420.80
	Annual	56,077.42	64,498.32	74,165.76
7	Hourly	28.74	33.05	38.01
	Weekly	1,149.61	1,322.00	1,520.40
	Annual	60,009.54	69,008.40	79,364.88
8	Hourly	30.75	35.36	40.67
	Weekly	1,230.07	1,414.40	1,626.80
	Annual	64,209.76	73,831.68	84,918.96
9	Hourly	32.90	37.84	43.51
	Weekly	1,316.10	1,513.60	1,740.40
	Annual	68,700.42	79,009.92	90,848.88
10	Hourly	35.20	40.48	46.56
	Weekly	1,408.12	1,619.20	1,862.40
	Annual	73,503.86	84,522.24	97,217.28
11	Hourly	37.66	43.31	49.81
	Weekly	1,506.56	1,732.40	1,992.40
	Annual	78,642.43	90,431.28	104,003.28
12	Hourly	41.43	47.64	54.79
	Weekly	1,657.04	1,905.60	2,191.60
	Annual	86,497.49	99,472.32	114,401.52
13	Hourly	46.40	53.36	61.37
	Weekly	1,856.06	2,134.40	2,454.80
	Annual	96,886.54	111,415.68	128,140.56
14	Hourly	51.97	59.76	68.73
	Weekly	2,078.72	2,390.40	2,749.20
	Annual	108,509.18	124,778.88	143,508.24
15	Hourly	58.21	66.94	76.98
	Weekly	2,328.26	2,677.60	3,079.20
	Annual	121,534.96	139,770.72	160,734.24

Personnel Board Proposed Career Firefighter compensation matrix										
	3%	3%	3%	3%	2%	2%	2%	2%	2%	2%
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
<u>Firefighter</u>	\$25.66	\$26.43	\$27.22	\$28.04	\$28.60	\$29.17	\$29.76	\$30.35	\$30.96	\$31.58
	\$1,026.40	\$1,057.19	\$1,088.91	\$1,121.57	\$1,144.01	\$1,166.89	\$1,190.22	\$1,214.03	\$1,238.31	\$1,263.08
	\$53,578.08	\$55,185.42	\$56,840.99	\$58,546.21	\$59,717.14	\$60,911.48	\$62,129.71	\$63,372.31	\$64,639.75	\$65,932.55
<u>Fire Lieutenant</u>	\$28.23	\$29.07	\$29.94	\$30.84	\$31.46	\$32.09	\$32.73	\$33.39	\$34.05	\$34.73
	\$1,129.04	\$1,162.91	\$1,197.80	\$1,233.73	\$1,258.41	\$1,283.58	\$1,309.25	\$1,335.43	\$1,362.14	\$1,389.38
	\$58,935.89	\$60,703.96	\$62,525.08	\$64,400.84	\$65,688.85	\$67,002.63	\$68,342.68	\$69,709.54	\$71,103.73	\$72,525.80
<u>Fire Captain</u>	\$31.05	\$31.98	\$32.94	\$33.93	\$34.61	\$35.30	\$36.00	\$36.72	\$37.46	\$38.21
	\$1,241.94	\$1,279.20	\$1,317.58	\$1,357.11	\$1,384.25	\$1,411.93	\$1,440.17	\$1,468.97	\$1,498.35	\$1,528.32
	\$64,829.48	\$66,774.36	\$68,777.59	\$70,840.92	\$72,257.74	\$73,702.89	\$75,176.95	\$76,680.49	\$78,214.10	\$79,778.38
<u>Fire Deputy</u>	\$34.15	\$35.18	\$36.23	\$37.32	\$38.07	\$38.83	\$39.60	\$40.40	\$41.20	\$42.03
	\$1,366.14	\$1,407.12	\$1,449.34	\$1,492.82	\$1,522.67	\$1,553.13	\$1,584.19	\$1,615.87	\$1,648.19	\$1,681.15
	\$71,312.42	\$73,451.80	\$75,655.35	\$77,925.01	\$79,483.51	\$81,073.18	\$82,694.65	\$84,348.54	\$86,035.51	\$87,756.22