

Eliot Select Board

Dec. 1, 2016 at 5:30 pm at Town Hall

Workshop Agenda

1. Roll Call
2. Introduction of Don Jacobs – Compensation Study Consultant
3. Overview of Process:
 - a. Do we understand / agree to the process?
 - b. Why are we doing the study? What to Expect?
 - c. Questionnaire – leads to draft Job Descriptions
 - d. Job Descriptions lead to Classification
 - e. Classification leads to acquiring external Compensation Data to determine "the market" for that "position" in operationally similar towns
 - f. Placing the "employee" within the pay plan by years of service / experience
4. Schedule of Compensation Study
 - a. Kick off meetings: Nov. 28 – Dec. 9
 - b. Start gathering external pay data from operationally similar towns (ASAP and concurrent)
 - c. Questionnaires / Draft Job Descriptions Dec. 12 – Jan 13
 - d. Develop / Review Classification System Jan 14 – Feb 14 (external pay data fully received by now)
 - e. Review of Draft Plan / Training in Implementation Feb 14 – March 14
5. Select Board Roles:
 - a. Approve administrative policies that reinforce / support the compensation plan
 - b. Plan for Implementing
 - c. Money for the pay study to implement it, if necessary
6. Executive Session: MRSA, Title 1, Section 405, Labor Negotiation Discussion
7. Adjourn