

Structural Change Impact Group
Working Group: Personnel, Compensation, Benefits, Retirement
MEETING MINUTES for HR Information Gathering Meeting for Town
Monday, September 27, 2021, at 3:00 pm
Location – Remote Meeting on Zoom

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: February 3, 2022
TIME: 9:05 AM

Members Present: Travis Franck, Anne Helgen, and Norma Massarotti
Guests Present: Patrice Garvin and Shawna Healey
Absent: Meg Moriarty
Notetaker: Norma Massarotti

Minute Approval

- No past meeting minutes were reviewed/approved as this meeting was not a standard sub-committee meeting.

High level summary of meeting:

The meeting purpose was for SCIG-subcommittee members to gather information / input to questions sent in advance on incentive programs, merit pay systems, shift premium/over-time policies, early retirement incentives, Vacation, sick, time and personal leave accumulation and rollover policies, and life and health insurance policies.

The meeting participants followed the question outline to review each topic where Shawna Healey explained the policies and followed up with additional information via email.

Takeaways:

Incentive Programs: None exist; Implementation is restricted by what unions can accommodate for union workers

Merit Pay Programs: Not applicable for union workers, is in place for non-union though the conducting performance reviews was only implemented in FY2019. Merit is tied to performance and incremental to COLA. Employees' objectives do not include ones to take losses out.

Both Merit and Incentive programs could be pursued but would need to be fully defined and negotiated into future contracts for applicable employees.

Early Retirement: Belmont has not offered early retirement packages in the past. Shawna provided link to retirement percentage charts on Belmont Retirement System website and suggested that we speak with Robert Soohoo at the Belmont Retirement Board. Advance notification policy is in place.

<https://www.belmontretirementsystem.com/retirement-percentages>

Estimate for number of employees who might be within 5 years of retirement is 15.

Employees are retirement eligible with 10 years of service and at age 55 or 60 depending on hire date and/or job groups.

Vacation/Sick/Personal Time: Policies exist for each. Sick day rollover cap is 200 days, and its use is restricted to medical/maternity type leaves with supporting documentation from a physician. There is no short term or long-term disability or paid maternity/paternity leave.

Insurance:

Employee count is:

Town Non-union benefit eligible staff:	68 (20 are part-time)
Town Union benefit eligible staff:	197
Total:	265

Part-time employees who work ≥ 20 hours per week qualify for full benefits.

Health benefit cost ratio is 75/25 (employer/employee) for new hires; and 80/20 (employer/employee) is grandfathered in based on hire date (from negotiations); no spousal surcharge or opt out payment policies are in place.

Of the above employee count, 51 (~ 19% of total) are Belmont residents including 5 elected positions (Clerk, Treasurer and Select Board).

Key Takeaway:

Changes can be pursued in any of the above areas though would need to be negotiated in contracts for contracted non-union employees and with unions for union employees.

Public Comments:

- No members of the public were in attendance.

Next Steps:

- Shawna Healey to follow-up by email with specific answers to questions (incorporated into above meeting notes).