



## Town of Plymouth Human Resources Dept.

# Memo

**To:** Board of Selectmen and Advisory and Finance Committee

**From:** Cindy M. DePina, Director of Human Resources

**Date:** 09/03/2015

**Re:** Article 4

ARTICLE 4: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the construction and/or repair and/or purchase and/or lease and/or replacement of departmental buildings and/or equipment and/or capital facilities and/or for feasibility studies and other types of studies for the various departments of the Town substantially as follows:

### **D. Study of Total Compensation/Benefits Town Wide**

We are proposing a comprehensive study to evaluate salaries for internal equity, as well as, an external comparison of "peer" communities' salaries and other related benefits for all positions within the Town. We would like to review and evaluate that salary and benefits are at the proper level. We would like to ensure we can offer competitive compensation packages that attract and retain talent.

In a constantly changing economic climate, keeping the Town thriving requires staying in tune with the climate. Complete compensation survey analysis identifies incumbents who are paid significantly less than the market, providing an opportunity to make adjustments over time to bring those salaries up to a competitive level. It can also identify any areas where a position may be getting overpaid and allow to control costs and make any adjustments. There may also be positions that are being paid at the proper level and there would not be a need to make any changes. We also want to ensure that we are in line with our other compensation levels; such as vacation time, sick time, personal time, holidays, health insurance and the other various benefits.

The survey will be conducted by a third party, with no association to the Town. When the project is completed a comprehensive report will be available to review. The cost to complete this study will be approximately \$42,000.