



Article 4

Ratify Personnel Board Classification Actions

Anticipated Motion:

- That the Town take affirmative action on Article 4 as printed in the Warrant



Article 4

Ratify Personnel Board Classification Actions

Classification Actions needed when:

- Town Manager creates new position
- Duties of existing position change in significant manner
- Position title needs to be updated



Article 4

Ratify Personnel Board Classification Actions

Per Personnel Bylaw:

- Personnel Board assigns titles & salary ranges as needed
- Salary grade assignments based on Town's standardized system for grouping positions
- If Class & Comp Plan amended, subject to ratification at next Town Meeting



Article 4

Ratify Personnel Board Classification Actions

Classification Action = Amendment to Plan which:

- Adds or deletes a job title
- Assigns a title to a salary range
- Reassigns a title from one salary range to another

Existence of title on Plan does **not** approve funding; funding is subject to limitations of approved General Fund & Enterprise Fund budgets



Article 4

Ratify Personnel Board Classification Actions

17 Actions Subject to Ratification

(printed in Warrant; no actions since Jan. 4)

Reasons for large # of actions include:

- Retirements = opportunities to reevaluate & update organizational structures to improve efficiency & effectiveness
- Natural changes in responsibilities since structure implemented in 2008



Article 4

Ratify Personnel Board Classification Actions

Reason for Recommendation:

- Maintenance of appropriate job titles and salary ranges is an important factor in attracting & retaining competent employees