



Article 5

Personnel Bylaw Amendments

Anticipated Motion:

- That the Town take affirmative action on Article 5 as printed in the Warrant



Article 5

Personnel Bylaw Amendments

The proposed Personnel Bylaw amendments:

- Apply to non-union, Town employees
- Consider appropriate roles of authorities within a Town Manager form of government



Article 5

Personnel Bylaw Amendments

Personnel Policies & Procedures

Currently:

- Personnel Board & Town Manager must adopt specified policies

Proposal:

- No mandated policies listed in Bylaw
- Personnel Board only addresses policies that implement & interpret Bylaw



Article 5

Personnel Bylaw Amendments

Personnel Policies & Procedures

Reason for Recommendation:

- Legal need & advice regarding having such policies can change over time
- Policies not related to Personnel Bylaw often apply to both union & non-union employees, yet Bylaw does not apply to unionized employees & the Board is not involved in bargaining with unions



Article 5

Personnel Bylaw Amendments

Classification Plan (Job Descriptions & Periodic Review)

Currently:

- Personnel Board responsible for preparing/maintaining job descriptions & reviewing classifications

Proposal:

- Transfer responsibility to Town Manager or his/her designee(s)



Article 5 Personnel Bylaw Amendments

(Job Descriptions & Periodic Review)

Reason for Recommendation:

Personnel Board members:

- Are not involved in daily administration & management of Town personnel, so do not have the information needed to maintain job descriptions
- Do not have technical expertise needed to review classifications



Article 5

Personnel Bylaw Amendments

Pay Policies (Appointment Rates)

Currently:

- Starting pay typically minimum of range, but may be higher; Personnel Board must approve starting above mid-point

Proposal:

- Town Manager has full responsibility for determining starting pay based on factors listed in Bylaw; pay must be w/in range approved by Town Meeting



Article 5

Personnel Bylaw Amendments

Pay Policies (Appointment Rates)

Reason for Recommendation:

- Requirement is not consistent w/range design, which expects factors to influence pay rate
- Town Manager is in best position to evaluate those factors
- Personnel Board approval process can be detrimental to hiring process; loss of candidate



Article 5

Personnel Bylaw Amendments

Sick Leave (Use)

Currently:

- Some use of accrued sick leave allowed to care for immediate family member during illness or injury

Proposal:

- Town Manager & Personnel Board may expand use to any other purpose described in FMLA or SNLA



Article 5

Personnel Bylaw Amendments

Sick Leave (Use)

Reason for Recommendation:

To provide benefits that are:

- Responsive to multiple types of employee needs &
- Consistent with benefits offered by other municipal employers



Article 5

Personnel Bylaw Amendments

Sick Leave (Use)

Reason for Recommendation, cont.:

Example:

- Other employers allow mothers AND fathers to use accrued sick time for birth or ADOPTION of a child
- Concord only allows birth-mothers to use sick when physically unable to work



Article 5

Personnel Bylaw Amendments

Sick Leave (Use)

Reason for Recommendation, cont.:

The Board feels that:

- Details related to when & how much accrued, paid leave can be used when an employee is entitled to time off should be addressed in policies rather than Bylaw



Article 5

Personnel Bylaw Amendments

Overall Goal of Amendments:

- More efficient & effective administration of non-union personnel matters, while
- Attracting and retaining competent employees