



## Article 4

# Ratify Personnel Board Classification Actions

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### **Motion:**

- That the Town take affirmative action on Article 4 as printed in the Warrant with the understanding that no other changes were voted by the Personnel Board between January 5, 2015 and April 12, 2015.



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Classification Actions needed when:

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



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### 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



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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



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### 2 Classification Actions Subject to Ratification:

- Change from Deputy Town Manager to Assistant Town Manager reflects restructuring of an existing position
- Facilities Manager is a new title that represents a position that didn't previously exist

No other changes voted since January 5<sup>th</sup>



# Article 4

## Classification & Compensation Plan

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### **Reason for Recommendation:**

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



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