



## ARTICLE 4: Classifications

# Ratify Personnel Board Classification Actions

ARTICLE 4. To determine whether the Town will vote to ratify the Personnel Board's actions to amend the Classification and Compensation Plan as follows; or take any other action relative thereto:

*.... (See 3 actions printed in Warrant)*



## ARTICLE 4: Classifications

**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: Classifications

### Classification Actions necessary when:

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



## ARTICLE 4: Classifications

### 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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### Reasons for 3 Actions Subject to Ratification:

- 2 title changes = better reflect current responsibilities with no impact on grade & salary range;
- 1 title addition = reassignment of existing position from lower grade due to increased responsibility & complexity



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Actions maintain appropriate job titles and salary ranges in order to:

- attract & retain competent employees
- comply with pay equity laws
- prolong the life of the Classification & Compensation Plan



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