

REVIEW OF AUTHORITY & ROLES RELATIVE TO ADMINISTRATION OF TOWN'S PERSONNEL SYSTEM

PROPOSAL TRACKING – 1/15/2021

Town Charter			
Current	Proposals	Reason	Next Steps
<ul style="list-style-type: none"> Select Board shall appoint a Personnel Board 	<ul style="list-style-type: none"> Select Board continues to appoint a Personnel Board Engage a consultant to assist the Personnel Board in developing a recommended new Charge based on review of stakeholder interests and best practices 	<ul style="list-style-type: none"> Involved officials and citizens have expressed interest in a Personnel Board that has some role in governance Study of interests, goals, authorities and restraints is needed before further proposals are made 	<ul style="list-style-type: none"> Identify study scope Identify resources needed to complete such a study (financial, staff/volunteers) After study, consider whether any role of the Personnel Board should be defined in the Bylaw (set forth by the voters); if so, prepare a Bylaw amendment proposal
<ul style="list-style-type: none"> Town Manager is governed by the provisions of the "Wage and Salary Classification Plan" (Personnel Bylaw), so long as it remains in force 	<ul style="list-style-type: none"> Maintain this language; in future Charter review, consider whether wording should be updated 	<ul style="list-style-type: none"> A Personnel Bylaw still exists and there is no intent otherwise 	<ul style="list-style-type: none"> Identify best way to flag this for consideration at next Charter review
Personnel Board Charge			
Current	Proposals	Reason	Next Steps
<ul style="list-style-type: none"> The Personnel Board's "Charge" (authority, responsibilities, and membership constitution and terms) is currently defined in the Personnel Bylaw only The Personnel Board is responsible for administering the Personnel Bylaw; within various sections of the Bylaw, the Board is given authority for specific wage-related actions/policies 	<ul style="list-style-type: none"> Propose Personnel Bylaw amendment that removes administration of, and authority related to, the wage and class plan from the Personnel Board's charge Establish, via the Personnel Bylaw, that a role of the Personnel Board will be to advise the Town Manager, at his/her request, regarding his/her obligations under the Personnel Bylaw Identify any additional responsibilities/role of the Personnel Board Determine how additional responsibilities will be set forth; options: <ul style="list-style-type: none"> administrative charge adopted by the Select Board, and amended by the Select Board from time to time, or via Bylaw voted at Town Meeting 	<ul style="list-style-type: none"> There has been a long-standing opinion among Personnel Board members that the Board's current role is ineffective and unnecessary under the current organizational structure There is interest in exploring new strategic/governance roles; freeing up the Board from its current role will help the Town to focus on other goals 	<ul style="list-style-type: none"> Decide whether to move ahead with the 1st two proposals via a 2021 Town Meeting article, or hold until new roles for Personnel Board are considered Develop a Charge to propose to the Select Board and, if placement in Bylaw is recommended, to the voters at a Town Meeting
<ul style="list-style-type: none"> 5 Members, 3 year terms 	<ul style="list-style-type: none"> 3 Members, no change in terms Create additional citizen task forces as needs and interests arise 	<ul style="list-style-type: none"> Long-term difficulty filling 5 seats Interests/skill-sets of citizens can be deployed to projects 	<ul style="list-style-type: none"> Decide when to recommend change to Town Meeting

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Personnel Bylaw (aka Wage & Salary Classification Plan)			
Current	Proposals	Reason	Next Steps
<ul style="list-style-type: none"> • Defined purpose is to “establish an equitable and efficient system of personnel administration for Town employees” • Method is to outline compensation-related policies (wages & paid leave) in a document (the Bylaw) controlled by Personnel Board actions and Town Meeting vote • Bylaw does not apply to employees in Union or w/personal contract (Town Manager has authority), nor to School employees (School Committee & Administration has authority) • Personnel Board and Town Meeting current have no role in personnel administration for these other employee groups; transparency and fiscal control achieved via budget process and posted documents 	<ul style="list-style-type: none"> • Propose a Personnel Bylaw amendment that: <ul style="list-style-type: none"> ○ Shifts responsibility for establishing compensation-related rules and regulations for non-union employees to the Town Manager ○ Requires Town Manager to adopt a lawful, equitable, and efficient system for all Town (non-school) employees ○ Defines the specific elements that the personnel administration system must include 	<ul style="list-style-type: none"> • Current system: <ul style="list-style-type: none"> ○ hinders the Town’s responsiveness to rapidly changing employment laws, operational needs, & workforce trends ○ is inefficient; takes voter, Board, and staff time away from other Town goals; has not generated interest of voters ○ limits agility in recruitment & retention of high-quality employees • Proposal supports the concept of the strong Town Manager form of government • Citizens/Board Members may not have knowledge of municipal operations or HR matters needed for administration of personnel system 	<ul style="list-style-type: none"> • Consider whether the Personnel Bylaw amendment proposed in 2020 should be modified • Decide whether proposal of a compressive Personnel Bylaw amendment should wait until new roles for the Personnel Board are considered • Identify methods of fiscal control, transparency, and accountability that exist or could be implement to replace Town Meeting involvement in non-union, Town personnel system
Employee Rights/Appeals			
Current	Proposals	Reason	Next Steps
<ul style="list-style-type: none"> • Via a policy, non-union employees are given ability to appeal the policy application and disciplinary actions • Town Manager is final authority, but Personnel Board has advisory role • Public employees have due process rights • MA is employment-at-will, but Town Charter provides employees with cause protection from removal 	<ul style="list-style-type: none"> • Engage a consultant to assist the Personnel Board in identifying current best practices for hearing non-union appeals • Keep appeal procedures/rights at policy level, rather than adding to the Personnel Bylaw 	<ul style="list-style-type: none"> • Current involvement of Personnel Board raises questions of liability given potential that members may not be trained in employment law • Such policies need to be responsive to changes in employment laws and other factors; moving to Bylaw limits necessary agility 	<ul style="list-style-type: none"> • Identify study scope • Identify resources needed to complete such a study (financial, staff/volunteers) • After study, make recommendations to Town Manager and Select Board regarding policy updates