



# Personnel Board

Town Meeting Preview Meeting

*February 27, 2021*

# Comprehensive Amendment of the Personnel Bylaw

## Personnel Board's Recommendation:

- Strike the text of the Personnel Bylaw in its entirety and replace it with language that shifts authority for establishing, amending and administering personnel rules regarding wage and paid leave provisions to the Town Manager
- Continue to hold the Town Manager accountable for compensation and benefit expenses through the Town Meeting budget appropriation process

Current Situation	Target	Proposal
<p>Concord Personnel Bylaw</p> <p><u>Purpose:</u></p> <ul style="list-style-type: none"> <li>to “establish an equitable and efficient system of personnel administration for Town employees”</li> </ul> <p><u>Applicability:</u></p> <ul style="list-style-type: none"> <li>does NOT apply to unionized or school employees</li> </ul> <p><u>Content:</u></p> <ul style="list-style-type: none"> <li>outlines compensation-related policies, including job titles, salary ranges, and paid leave benefits</li> </ul> <p><u>Authority:</u></p> <ul style="list-style-type: none"> <li>the Personnel Board and Town Manager administer the bylaws</li> <li>Town Meeting must approve all changes (including position titles and classification actions)</li> <li>over time, the Personnel Bylaw amendments have been included on the Consent Calendar</li> </ul>	<p>A Concord personnel system that is more:</p> <ul style="list-style-type: none"> <li>responsive to present and future workforce requirements and trends</li> <li>administratively efficient</li> <li>appropriate for a Town Manager form of government</li> <li>able to respond to changing workforce talent supply and demand with flexibility</li> <li>responsive to state and federal legal employment mandates</li> </ul>	<p>Via a revised Personnel Bylaw:</p> <ul style="list-style-type: none"> <li>entrust the Town Manager with administration of the Town’s personnel system, including the classification and compensation plan</li> <li>require the Town Manager to adopt and amend rules and regulations establishing a lawful, equitable, and efficient system of personnel administration for Town employees</li> <li>retain Town Meeting control of overall compensation and benefit expenses through budget appropriation</li> </ul>

## The Future—Why Is a Change Needed?

- In the current administration of Concord's personnel system (the Personnel Bylaw), decisions regarding wages and paid leave provisions have to wait until the next Town Meeting to be finalized
  - This is an inefficient way to have to respond to the human capital requirements to run the Town
  - The Town Manager needs a personnel system that is agile and responsive to the on-going needs of the Town
  - Time spent by staff, board members, and Town Meeting can be better directed to proactive initiatives