

**TOWN OF CONCORD PERSONNEL BOARD
AGENDA
Wednesday, November 15, 2023**

5:15 p.m.

Zoom Video Conference

Join Zoom Meeting

<https://us02web.zoom.us/j/89603811139?pwd=eFE3c2ZiQ1J1cDc3WG81aFBjZDhMQT09>

Meeting ID: 896 0381 1139

Passcode: 447537

- 1. Call to Order**

- 2. Discussion of Personnel Bylaw**

- 3. Adjournment**

All edits combined

TOWN OF CONCORD MASSACHUSETTS

PERSONNEL BOARD BYLAW

DRAFT D

Section 1: Establishment of the Personnel Board

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Commented [MB3]: B. Mrachek

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The Personnel Board shall also provide advice and recommendations to the Town Manager, or their designee(s) for the following areas of personnel administration:

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b) The Personnel Board shall provide advice and support for the development of an Employee Handbook. The Town Manager or their designee(s) is responsible for regular revisions to the Personnel Handbook. The Personnel Board shall also review the Employee Handbook, providing advice and support regarding any changes.

c) The Personnel Board ~~is responsible to~~ shall review and approve the Classification Plan ("Plan") and present the Plan to Town Meeting. The Classification Plan is defined as a listing of all approved position classification titles and a summary job description for each classification for all Town employees covered by this Bylaw. The Plan includes, but is not limited to, the following:

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Oversight of the Plan includes, but is not limited to the following:

- iii. The Town Manager, ~~or and~~ their designee(s), ~~shall may provide~~ recommendations ~~for revisions~~ to the Personnel Board regarding the Plan.
- iv. The Town Manager, ~~or and~~ their designee(s), ~~should may~~ recommend to the Personnel Board on a regular basis any factors, such as cost of living or comparable municipal wage rates, that may affect the Classification and Compensation Plan.

d) The Personnel Board ~~will have~~ shall provide consultation ~~to the Town Manager, or their designee(s), responsibilities~~ regarding any revisions and/or updates to existing non-wage provisions, ~~including, but not limited to, the following list (see below)~~. The Personnel Board ~~will shall~~ provide advice and recommendations ~~to as to how these revisions and updates current will be altered in the~~ Personnel Policies and Procedures ~~on non-wage provisions, including, but not limited to, the following~~; ~~Town Meeting will not be required to approve~~ revisions and updates to the following:

- i. Employment status
- ii. In-training status for new or promoted employees
- iii. Hours of work, including standard hours, work weeks, overtime administration and non-contiguous work
- iv. Sick leave accrual, use and payout provisions (if applicable)
- v. Holiday Leave and Holidays worked
- vi. Vacation Leave accrual, ~~sue~~ and payoff
- vii. Bereavement Leave
- viii. Military Leave
- ix. Jury Duty Leave

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Commented [MB10]: K. Ryan

Commented [MB11]: B. Mrachek: Question mark on the word "sue"
What about:
1. Incentive pay programs (e.g. Beede Center)
2. Benefits- medical, dental, life
3. Educational reimbursement
4. Other reimbursement situations

x. Unpaid leaves of absences, including FMLA, other Leave and Absences and Accrual during Leaves

~~xi.~~ Interruption of Employment

~~xii.~~ Leave for Temporary & Limiteds status employees

Commented [MB12]: K. Ryan

e) The Personnel Board ~~is responsible for~~ shall develop and persent Articles for Town Meeting that may affect Town employees covered by this Bylaw. The Town Manager ~~shall is responsible for~~ reviewing and discuss ing with the Personnel Board regarding these Articles.

Commented [MB13]: K. Ryan

f) The Personnel Board shall review job descriptions for new and existing jobs covered by this Bylaw and provide recommendations to the Town Manager.

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g) The Personnel Board will support the Town Manager, or their designee(s), in identifying human capital trends and internal HR programs and practices, and provide recommendations to ensure the Town's workforce is diverse, equitably treated, and inclusive of others.

The Personnel Board will support the Select Board by providing input into the annual evaluation of the Town Manager related to Ppersonnel Mmanagement and Rrecruiting responsibilities. The annual evaluation parameters will be specified by the Select Board

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Commented [MB16R15]: B. Mrachek: Upper case to lower case Personnel Management and Recruiting

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Commonwealth?

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Section 2: Duties and Responsibilities

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The Personnel Board shall also provide advice and recommendations to the Town Manager, or their designee(s) for the following areas of personnel administration:

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responsibilities regarding any revisions and/or updates to existing non-wage provisions including, but not limited to, the following list (see below). The Personnel Board will provide advice and recommendations as to how these revisions and updates will be altered in the Personnel Policies and Procedures. Town Meeting will not be required to approve revisions and updates to the following:

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- vi. Vacation Leave accrual, sue and payoff ?
- vii. Bereavement Leave
- viii. Military Leave
- ix. Jury Duty Leave
- x. Unpaid leaves of absences, including FMLA, other Leave and Absences and Accrual during Leaves
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e) The Personnel Board is responsible for Articles for Town Meeting that may affect Town employees covered by this Bylaw. The Town Manager is responsible for reviewing and discussing with the Personnel Board regarding these Articles.

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