

**TOWN OF CONCORD PERSONNEL BOARD
AGENDA**

Wednesday, January 10, 2024

5:15 p.m.

55 Church St & 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. Approval of Minutes**
 - January 2, 2024 Meeting
 - January 2, 2024 Bylaw

- 3. Interim Human Resources Director's Report**

- 4. Classification Actions**

- 5. Discussion of Personnel Bylaw**

- 6. Discussion Handbook Outline and Timeline**

- 7. Discussion of Personnel Board Charge and Timeline**

- 8. Adjournment**

Meeting materials will be available at: www.concordma.gov/PersonnelBoard

- Minutes of January 2, 2024
- Bylaw January 2, 2024

TOWN OF CONCORD PERSONNEL BOARD

Meeting Minutes

Tuesday, January 2, 2024 5:15 p.m.

55 Church St & Zoom Video Conference

Call to Order

Bill Mracheck called the meeting to order at 5:15pm. Joe Emerick (in room) Kate Ryan (on zoom). Quorum was noted. Liz Cobbs joined meeting at 5:20pm. Also present: Kimberley Crum, interim HR Director (on zoom) and Jessica Porter Assistant Town Manager (in room).

Classification Actions

- Kimberly Crum presented two updated job descriptions, aligned under the 2023-approved Classification & Compensation Plan:
 - Council on Aging Director (Grade 13). While this position had been part of the original C&C plan for 2023, the title was changed to align better with other positions and this role's responsibilities. Prior Title: Senior Services Director
 - Finance Specialist (Grade 3): This position had also been under the original C&C plan, now with updated job description.

Joe Emerick made motion to approve both positions: Kate Ryan seconded the motion. Bill Mracheck and Liz Cobbs agreed (for full agreement)

3. Preparation of Warrant Article for 2024 Review draft and further develop articles:

3A. Ratify Classification & Compensation Plan for 2024

The redlined changes in the attached document (pages 9-18) are an accumulation of the changes to the C&C plan approved last year at Town Meeting.

These changes have been ongoing throughout the year and will continue until that time when the Warrant must be finalized.

Joe Emeric: Motion to accept the C&C Plan changes for the FY 2025 C&C plan, Liz Cobbs: seconded, with caveat that additional changes will be forthcoming until the time of printing the Town Warrant.

Bill Mracheck and Kate Ryan: YES (for full agreement)

Ratify Personnel Bylaw :

- Kimberly is to present the changes from Employment Law Counsel:
- Starting from Page 9 in the package.
- Added “Scope of Bylaw” as a legal requirement at the beginning of document.
- Reviewed changes in the first section;
- Discussion on length of term limits: to 2 terms/6 years, or keep at 3 terms/9 years limit? Board members agreed to maintain as is, with 3 terms/9 year limit of service.
- Section 2: took out what was put into the preamble (just been moved)
- **We’d like to delete “ from time to time”... does not have to be in there-** (Agreement)
- Item c): i. explanation of “grade” is more clear; **Take out “which are” (agreed)**
- d) we agree with the changes by Counsel;
- e) we don’t want any ambiguity in this point---that these non-wage personnel provisions will no longer come to Town Meeting. Addition as follows: The Personnel Board shall consult with the Town Manager (not to be presented at Town Meeting) regarding any
- F) The personnel Bylaw ...pertain to this Bylaw (excluding Section 2.e above)
- **Agreement from all Board members with these two changes above.**

Now, we have to have this sent back to the Town Counsel. That will have to take place after it is submitted to Town Moderator for inclusion in the Warrant for 2024 Town Meeting.

Liz Cobbs motioned that we approve, including the changes discussed here tonight, the Personnel Board Bylaw. Kate Ryan seconded this motion. Bill Mrachek, Joe Emeric all agreed.

Final Comments and Next Steps:

- In order to continue to respond to the work of the Personnel Study Task Force, the Personnel Board requests HR department to provide annually, a Year-end dashboard that summarizes the state of affairs for nonunion Town employees. Recognizing that February would be the earliest time frame to capture all December data for employees, Personnel Board would like to work with HR to finalize what to include in the year-end dashboard.

- Communications:

- The Personnel Board does not have to bring out 3 Articles before the Select Board prior to inclusion in the Warrant for Town Meeting 2024.
- Personnel Board would like to invite the members of the Personnel Study Task Force (PSTF) to our February meeting to officially discuss and review the Bylaw update and other challenges we are addressing that were recommended in the PSTF report. We are grateful for all the time and effort that this group put forward and recognize that their work has been instrumental in shaping the work of the Personnel Board.
- We also have an obligation to share the Bylaw changes with nonunion Employees covered under this Bylaw and look to the HR department for recommendations on how best to engage employees. We will also ask for Mark Howell's recommendations.

Employee/Public Comments:

Karin Farrow—At the light board there are 2- 3 year terms allowed for members, for a different perspective.

Adjournment Meeting materials will be available at: www.concordma.gov/PersonnelBoard

6:10pm: Kate Ryan made the motion to adjourn, Joe Emeric seconded, Bill Mracheck and Liz Cobbs agreed to adjourn.

TOWN OF CONCORD MASSACHUSETTS

PERSONNEL BOARD BYLAW

DRAFT E.2

Scope of Bylaw

All Town departments and positions shall be subject to the provisions of this Bylaw except elected officers, employees with personal contracts, employees covered by a collective bargaining agreement, and employees of the school department. All questions concerning the interpretation of this bylaw shall be resolved by the Personnel Board.

If any provision or application of this Bylaw is determined to be invalid under state or federal law, such decision shall not be construed to affect the validity of any other provision or application of this Bylaw.

Section 1: Establishment of the Personnel Board

There is hereby established a Personnel Board consisting of 5 members. Members of the Personnel Board shall be appointed by the Select Board for three (3) year terms. No member shall serve more than 9 years (three terms), whether consecutive or separate terms. Members shall have professional or personal experience and/or expertise in personnel administration. One member shall preferably have professional or personal experience in finance, or a related field, to provide expertise on the financial impact of personnel-related proposals.

Members shall elect a Chair or Co-Chairs from among its members on an annual basis. A clerk is to be assigned on a rotating basis for each meeting, to take responsibility for the minutes of that meeting.

No member of the Personnel Board may be an employee of the Town or hold Town office, whether appointed or elected.

Members of the Personnel Board shall serve without compensation.

The Personnel Board shall meet regularly, as necessary, to consider such business as may be presented by Town officials, Town employees and others. The agenda, time and place of all meetings will be posted on the Town Website in accordance with the Massachusetts State Open Meeting Law.

At any meeting of the Personnel Board, action by a majority of those Board members present shall be binding. At least three (3) members of the Board shall be present to constitute a quorum.

Section 2: Duties and Responsibilities

The Personnel Board shall advise the Town Manager, or their designee(s), and shall make recommendations on establishing and maintaining an efficient system of personnel administration for Town employees.

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

- a) The Personnel Board shall propose, review, approve and adopt any new personnel policies and procedures as well as changes to existing personnel policies and procedures, in consultation with the Town Manager, or their designee(s) as needed.
- b) The Personnel Board shall provide advice and support for the development and adoption of an Employee Handbook. The Town Manager or their designee(s) shall be responsible for regular revisions to the Employee Handbook. Once adopted and implemented, the Personnel Board shall review the Employee Handbook, providing advice and support regarding any changes.
- c) The Personnel Board shall review and approve the Classification Plan ("Plan") and present the Plan to Town Meeting. The Classification Plan lists all approved Town positions and a summary job description for each position covered by this Bylaw. The Plan includes, but is not limited to, the following:
 - i. Grades, defined as groups of positions whose duties and responsibilities are sufficiently similar that they share the same or similar description, title, and qualifications, so that compensation can be applied equitably to all positions in the grade; and
 - ii. Compensation Plan, defined as a list of the minimum and maximum wage or salary rates for each job title in the Classification Plan.
- d) The Personnel Board shall have oversight of the Plan, subject to input as follows:
 - i. The Town Manager and their designee(s) shall provide recommendations to the Personnel Board concerning revisions to the Plan.
 - ii. The Town Manager and their designee(s) shall 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.
- e) The Personnel Board shall consult with the Town Manager (not to be presented at Town Meeting) regarding any revisions and/or updates to existing non-wage personnel provisions including, but not limited to, the following list (see below). The Personnel Board shall provide advice and recommend updates to the Town's Personnel Policies and Procedures pertaining to non-wage provisions, including but not limited 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, use and payout provisions
 - vii. Bereavement Leave
 - viii. Military Leave

- ix. Jury Duty Leave
- x. Unpaid Leaves of Absences, including the Family Medical Leave Act (FMLA), other Leave and Absences and Accrual during Leaves
- xi. Interruption of Employment

- f) The Personnel Board shall prepare Articles for Town Meeting that pertain to this Bylaw (excluding Section 2.e above). The Town Manager shall review and discuss proposed Articles with the Personnel Board before they are brought forward to the Select Board.
- g) The Personnel Board shall review job descriptions for new and existing jobs covered by this Bylaw and provide recommendations to the Town Manager for any changes or updates as necessary.
- h) The Personnel Board shall 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.

DRAFT

Town of Concord
Regular Status Hires and Terminations
YTD 2023 (January through November 2023)

Department	Hires		Terminations			
	RFT	RPT	RFT		RPT	
			Resignations	Retirements	Resignations	Retirements
Finance	1		2	2		
Fire	4		2	1		
Human Resources	1		1		1	
Human Services	4		8		1	
Information Technology	3					1
Library	3		3		1	
Light Plant	2		1			
Planning & Land Management	2		1	2		
Police	8		6	2		
Public Works	9		4	4		
Town Manager's Office	3		2	1		
Grand Totals	40		30	12	3	1



Recreation Supervisor

Department: Human Services- Recreation
Reports To: Recreation Director
Appointed by: Town Manager

Salary Grade: 7
FLSA Status: Exempt
Date: July 2023

GENERAL SUMMARY:

Under the general supervision of the Assistant Recreation Director, Recreation Supervisors assist in the organization and development of various recreation programs. Depending on the Department's need, Recreation Supervisors are responsible for one of the following areas of operation: 1) Vendor contracts for youth and adult sports/school programming, Specialty Camps, and special event help 2) Special Events, vacation programming, and specialty programming or 3) Summer Camp and youth and adult sports. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

- ◆ Works collaboratively with other Recreation Supervisors to organize, facilitate and develop various recreation programs. Organizes and directs department special events and fundraisers; manages or participates in planning committees/teams. Oversees marketing, enrollment, and registration of various programs.
- ◆ Places equipment and apparel orders, and shops supplies needed for various programs. Performs administrative/office functions as needed; organizes various mailings.
- ◆ Assists with the development and monitoring of the Recreation Division's operating budget to maintain fiscal accountability.
- ◆ Supports the Childcare Manager with support at an afterschool childcare site located at one of the Town's three elementary schools.
- ◆ Recruits, trains, supervises, and schedules part time staff. Reviews payroll.
- ◆ Coordinates with other staff and Town Departments to ensure that Recreation facilities are well maintained. Provides recommendations for improvements and needs for the operations.
- ◆ Creates, updates, and maintains current and accurate content for the Town's website, program guide and registration software. Assists with ongoing marketing including press releases and social media.

Recreation Supervisor

- ◆ Responds to public inquiries regarding Department services and programs via telephone, email, written correspondence, or during site visits and tours.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance and punctuality at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Directly supervises the activities and performance and provides functional oversight to program staff and volunteers, as needed. Carries out supervisory responsibilities in accordance with Concord's policies and applicable laws. Responsibilities may include interviewing, training and recommending hire of employees; planning, assigning, and directing work; assisting with performance management; helping to address complaints and resolve problems.

EDUCATION & EXPERIENCE:

- ◆ Bachelor's degree in Recreation Management, Leisure Studies or a related field, or an equivalent combination of education and experience.
- ◆ Valid driver's license with a safe driving record and ability to provide personal transportation during work hours.
- ◆ Current Certified Park & Recreation Professional (CPRP) preferred.
- ◆ CPR, AED training, and First Aid preferred (required within 6 months).
- ◆ Lifeguard certification preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Working knowledge of the principles and practices of recreation management; considerable knowledge of all activities that comprise childcare programs, summer camp programs, or special events and youth/adult sports.
- ◆ Ability to communicate effectively and tactfully with the public, co-workers, other employees, departments, officials, and other agencies. Ability to organize people and programs.
- ◆ Ability to work evenings and weekend hours as necessary to effectively coordinate, supervise, and monitor programs.
- ◆ Competency using computer systems and ability to learn automated registration system (MyRec).

WORKING CONDITIONS & PHYSICAL DEMANDS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, keyboard, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Recreation Supervisor

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Administrative Specialist- Public Works

Department:	Public Works	Salary Grade:	3
Reports To:	Director of Public Works	FLSA Status:	Non-Exempt
Appointed by:	Town Manager	Date:	August 2023

GENERAL SUMMARY:

Under the general administrative direction of the Director of Public Works or designee, performs moderately difficult office tasks requiring typing, computer data entry, record keeping, filing, and working directly with customers and other municipal personnel, requiring initiative and independent judgment in the application of prescribed policies, procedures, and methods. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the direction and control of the position. Checks, sorts, records, and files various materials. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant number of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

- ◆ Provides general reception services for visitors both in person as well as through phone systems ensuring customers' inquiries are responded to in a timely and respectful manner.
- ◆ Provides clerical, administrative and communication support to the Director and CPW Divisions and Staff.
- ◆ Maintains division files, both hardcopy and electronic, and employee postings consistent with Division/Department protocols.
- ◆ Assists in procurement activities including solicitation of quotes and compilation of responses to obtain supplies, equipment, and related services.
- ◆ Processes and maintains administrative records including invoices, purchase orders, bill schedules, turnovers, petty cash, complex bi-weekly payroll, changes of status forms and leave records for the Division.
- ◆ Assists in preparation of division annual operating budget; maintains budget database to date.
- ◆ May respond to any departmental or broader municipally declared emergency which requires interdepartmental or intercommunity coordination.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance and punctuality at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None

EDUCATION & EXPERIENCE:

- ◆ High school education; additional education or training in office or business administration preferred, and one or more years of experience in general administrative or clerical work (municipal experience preferred), or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Thorough knowledge of office procedures, practices and terminology. Complete knowledge of the use of office and data processing equipment, business arithmetic, American business English and spelling. Familiarity with rules, laws, procedures, regulations, etc. pertinent to the operations of the department helpful. Basic knowledge of bookkeeping techniques. General knowledge of local government and its operations helpful. Familiarity with pertinent state and local laws relating to departmental operations preferred.
- ◆ Ability to organize time, work independently and accomplish tasks despite frequent interruptions.
- ◆ Ability to maintain detailed statistics, records and clerical records and maintain confidential information.
- ◆ Ability to compose correspondence and to prepare, type and proofread reports as to form and logic flow. Ability to maintain detailed budget accounts, financial records and clerical records.
- ◆ Ability to communicate effectively and tactfully with the public, co-workers, other employees, departments, officials and other agencies.

WORKING CONDITIONS & PHYSICAL DEMANDS:

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TOWN OF CONCORD MASSACHUSETTS

PERSONNEL BOARD BYLAW

DRAFT E.23

Scope of Bylaw

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- b) The Personnel Board shall provide advice and support for the development and adoption of an Employee Handbook. The Town Manager or their designee(s) shall be responsible for regular revisions to the Employee Handbook. Once adopted and implemented, the Personnel Board shall review the Employee Handbook, providing advice and support regarding any changes.
- c) The Personnel Board shall review and approve the Classification Plan ("Plan") and present the Plan to Town Meeting. The Classification Plan lists all approved Town positions and a summary job description for each position covered by this Bylaw. The Plan includes, but is not limited to, the following:
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 - i. The Town Manager and their designee(s) shall provide recommendations to the Personnel Board concerning revisions to the Plan.
 - ii. The Town Manager and their designee(s) shall 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.
- e) The Personnel Board shall consult with the Town Manager (~~not to be presented at Town Meeting~~) regarding any revisions and/or updates to existing non-wage personnel provisions including, but not limited to, the following list (see below). The Personnel Board shall provide advice and recommend updates to the Town's Personnel Policies and Procedures pertaining to non-wage provisions, including but not limited to the following:
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 - 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, use and payout provisions
 - vii. Bereavement Leave
 - viii. Military Leave

- ix. Jury Duty Leave
- x. Unpaid Leaves of Absences, including the Family Medical Leave Act (FMLA), other Leave and Absences and Accrual during Leaves
- xi. Interruption of Employment

Any revisions and/or updates made to non-wage personnel provisions shall not be presented at Town Meeting and will take effect by vote of the Personnel Board.

- f) The Personnel Board shall prepare Articles for Town Meeting that pertain to this Bylaw (excluding Section 2.e above). The Town Manager shall review and discuss proposed Articles with the Personnel Board before they are brought forward to the Select Board.
- g) The Personnel Board shall review job descriptions for new and existing jobs covered by this Bylaw and provide recommendations to the Town Manager for any changes or updates as necessary.
- h) The Personnel Board shall 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.

Personnel Board Charge

DRAFT

Mission Statement:

The Town of Concord desires to have personnel policies and procedures, and a Personnel By Law, that support and sustain a healthy work environment for Town employees. We endeavor to become a welcoming community with a strong reputation of fair, consistent and equitable leaders who foster teamwork, embrace all employees, supporting their growth and development towards excellence in all fields of municipal governance.

[goal: condense above to one sentence]

The Personnel Board for the Town of Concord endeavors to support the development of a town that is a welcoming community, with employees who work in an environment that is fair, consistent and equitable; with leaders who foster teamwork and support the growth and development of all employees.

Purpose and Scope:

In support of this Mission, the Personnel Board is a volunteer Board that serves in an advisory role to both the Select Board and the Town Manager. The Personnel Board is also responsible for providing oversight in the administration of the Personnel Bylaw, ensuring that the Bylaw establishes an equitable and efficient system of personnel administration for Concord's non-union, regular employees.

Membership:

The Personnel Board is to consist of five volunteer members, appointed by the Select Board. Each member will serve staggered three-year terms, with a limit of 6 years (or two terms) for any one person to serve on the Personnel Board. Select Board approval of a second term is required. At least some members shall have professional or personal experience or expertise in personnel administration and/or finance, or a related field; the latter to better ascertain and understand the financial impact of proposals on both the Town and employees. Board members to elect Chair or Co-Chairs from amongst its members on an annual basis, with either a Clerk also specified or duties to manage Minutes for the Personnel Board to be outlined.

Duties and Responsibilities:

The Personnel Board shall have advisory responsibility for the administration of the Personnel Bylaw (Wage and Salary Classification Plan) of the Town, including the following:


- a) the Personnel Board will review and confirm job classifications, minimum and maximum wage brackets, and salary schedules for all non-union, regular town positions with the Town Manager and the HR Director for approval by Town Meeting, with the exception of:

1. Jobs under the direction and control of the School Committee, provided that school employees may be included in the Plan as requested by the School Committee; and
 2. Employees with personal employment contracts.
- b) In cooperation with the Town Manager and Human Resources Director, recommends non-wage provisions governing the positions under the Plan for approval by the Town Meeting consistent with applicable laws, including such items as vacations, hours, days and weeks of work, insurance benefits, leaves of absence, sick leave, military leave, jury duty, workers' compensation, overtime, etc.
 - c) Provides written recommendation to the Town Meeting about any Warrant Article pertaining to non-union employees and/or employees affected by the Personnel Bylaw.
 - d) Reviews job descriptions for all positions included in the Plan to ensure they are properly classified and align with the overall HR strategy for the Town.
 - e) At reasonable intervals, review job classification rates of pay under the Wage and Salary Classification Plan, taking into account such factors as pay rates for like jobs in comparable Massachusetts' towns, cost-of-living indexes and current rates of pay for the like jobs for unionized employees in Concord Town and School positions, and make recommendations as appropriate to the Town Meeting.
 - f) The Personnel Board will receive the appeal of any employee aggrieved by the operation of any provisions of the Classification and Compensation Plan. In addition, the Personnel Board will receive appeals for non-union regular employees related to other aspects of employment concerns. The Personnel Board will investigate and consider the disputed questions involved, holding private and/or public hearings as appropriate, rendering a recommendation to the Town Manager and the Select Board to take action relative to the dispute as may be authorized in the Classification and Compensation Plan.
 - g) Upon request of the Town Manager, provide input into the hiring and annual performance review of the Human Resources Director, who provided staff assistance to the Personnel Board.
 - h) The Personnel Board will resolve all questions and disputes relative to interpretation of the provisions of the Classification & Compensation Plan as may be referred to by the employees and officials of the Town.
 - i) Personnel Board to provide policy advice to the Town Manager on collective bargaining matters as requested.

Communication: In support of overall town governance, town citizens and town employees, the Personnel Board will be responsible for regular communications with each stakeholder group.



- The Personnel Board will serve as a key support for the Town Manager and Select Board in communicating relevant information about procedural changes (e.g. with the Bylaw).
- The Personnel Board will support the development and maintenance of an Employee Handbook.
- Working with the Town Manager and HR Director, the Personnel Board will support development of a regular communication strategy to share information on basic employment data, and recognize outstanding service by town employees.

Governance: The Personnel Board has no decision-making authority, but as specified in the Personnel Bylaw, the Town Manager, with advice from the Personnel Board, do have joint authority to adopt policies and procedures to implement and interpret the Personnel Bylaw.

-  The Personnel Board is to meet at a regular, scheduled time with meeting date/times posted on the town website consistent with the Open Meeting Law. The Personnel Board will stive to post Meeting materials on the town website at least five (5) days prior to the scheduled meeting date.
- At least three (3) members of the committee are necessary for a quorum. Under current Massachusetts public meeting law, attendees can join in person or via webcast.
- Consistent with the provision of the Massachusetts Open Meeting Law, executive sessions are allowed.
- Each year, the Personnel Board is to elect leadership positions as specified in the Personnel Bylaw.
- Any changes to the Personnel Board Charge must be approved by the Select Board.
- Any changes to the Personnel Board Bylaw must be approved by Town Meeting.

Human Resources: In support of the Town Manager and the HR Department, the Personnel Board shall work regularly, with supporting data, to identify and rectify challenges with recruitment, employee turnover, performance review processes. In all these advisory capacities, the Personnel Board shall work to stabilize a diverse, equitable and inclusive workforce.

- The HR Dashboard will be jointly designed and the cadence of updates agreed upon, between the HR Department and the Personnel Board, with approval from the Select Board and the Town Manager. Once established, the HR Dashboard will be reviewed annually to confirm ongoing relevance and updated as needed. Regular updates of the dashboard will be required.

Employee Relations: The Personnel Board will support  non-union, regular town employees in developing and maintaining a positive work culture and environment.  The Personnel Board will review regular employee surveys and make recommendations to the HR Director, Town Manager and Select Board as to how the Town might respond and improve the work culture for Town employees

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