

Chapter 48 Personnel Bylaw Changes

Fall Town Meeting
October 21, 2013





PROCESS OF THIS REVIEW

- 6 Bylaw Review Committee Public Meetings

- Interested parties invited to participate
(Individuals who have stated opinions, Applicants for the Personnel Board, Members of the Personnel Board, Bylaw Employees, Members of the Public)

- Note: During the process,
 - Personnel Board Members were appointed
 - Bylaw Employees unionized, leaving 3 bylaw employees



RECOMENDATION

TOPIC	2009 VERSION	RECOMMENDATION	COMMENTS
48-1 Membership of Personnel Board	Restricted membership from anyone serving on any town board or employees EXCEPT the Finance Committee	No membership restriction	<p>Advantage of restricting membership not clear.</p> <p>Unrestricted membership broadens the pool of potential candidates.</p> <p>Board of Selectmen use judgment as the appointing authority</p>

RECOMMENDATION



TOPIC	2009 VERSION	RECOMMENDATION	COMMENTS
48-2 Powers and Duties	A. Prepare and maintain the Wage and Classification Schedule	B. Advise in the preparation of the Wage and Classification Schedule	Purview of the Human Resources Director; Time commitment of Personnel Board members
	B. Establish and administer a grievance procedure	E. Participate in a grievance procedure	Town Meeting establishes the grievance procedure. The Personnel Board, if invoked, is a step in the process.

RECOMMENDATION



TOPIC	2009 VERSION	RECOMMENDATION	COMMENTS
48-9 Grievance Procedure	<p>Step 1: Immediate Supervisor</p> <p>Step 2: Appeal to Town Manager</p> <p>Step 3: Appeal to Personnel Board</p> <p>Step 4: Appeal to Board of Selectmen</p> <p><u>Note:</u> A decision must be appealed to the next step</p>	<p>Step 1: Immediate Supervisor</p> <p>Step 2: Appeal to Town Manager</p> <p>Step 2A: (Optional) Request an advisory opinion from the Personnel Board</p> <p>Step 3: Appeal to the Board of Selectmen</p>	<p>If Town Manger is the immediate supervisor, then Step 2 does not apply.</p> <p>Grievant has the option of appealing to the Personnel Board for an advisory opinion; OR Proceed to Step 3 - Selectmen</p>

RECOMMENDATION



TOPIC	2009 VERSION	RECOMMENDATION	COMMENTS
Administrative Orders	AO1: Employee Classification	AO1: Employee Classification	Recommendation: Board of Selectmen Policies to address employee "leave" issues. Employee leave issues are addressed in union contracts. Allows the BoS to address parity issues as needed.
	AO2: Vacation	-- BoS --	
	AO3: Holidays	-- BoS --	
	AO4: Sick Leave	-- BoS --	
	AO5: Personnel records	AO2: Personnel records	
	AO6: Grievance Procedure	AO3: Grievance Procedure	
	AO7: Wage and Classification Schedule	AO4: Wage and Classification Schedule	
	AO8: Leave of Absence	-- BoS --	
	AO9: Personal Days	-- BoS --	

SUMMARY



- Personnel Bylaw revised to reflect:
 - Personnel Board Powers and Duties of an advisory nature.
 - Grievance Procedure amended to enable an employee option to use the Personnel Board
 - Administrative Orders pertaining to Employee Leave policies removed from the Bylaw.
 - Administrative Orders pertaining to workforce structure, compensation and grievance remain in the bylaw (Town Meeting).