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
## 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 | Advantage of restricting membership not clear. | Unrestricted membership broadens the pool of potential candidates. Board of Selectmen use judgment as the appointing authority |
## RECOMMENDATION

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

#### TOPIC 2009 VERSION RECOMMENDATION COMMENTS

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