

PERSONNEL BYLAW

Section 2-91. Purpose and Intent.

The purpose of the personnel bylaw is to establish fair and equitable personnel policies and to establish a system of personnel administration based on merit principles that ensure uniform, fair and efficient application of personnel policies. This bylaw is adopted pursuant to General Laws Chapter 41, Sections 108A and 108C.

Section 2-92. Application.

All town departments and positions shall be subject to the provisions of this bylaw and policies adopted pursuant to this bylaw, except elected town officers, employees of the school committee and employees covered by a collective bargaining agreement (unless such agreement expressly incorporates this bylaw by reference). All persons covered hereby shall receive the rate of pay and be subject to the provisions set forth in the personnel system established pursuant to this bylaw as determined to be applicable to them by the Personnel Advisory Board hereinafter established.

Section 2-93. Responsibility of the Board of Selectmen.

The Board of Selectmen shall be responsible for the development of a human resources system which meets the needs of the Town. The Board of Selectmen shall appoint a Personnel Advisory Board to assist in carrying out its responsibility. The Personnel Advisory Board shall be composed of five members for three-year overlapping terms, one member of which shall be a town employee. A member may be removed upon a majority vote of the Board of Selectmen after notice to the Board member and a public hearing, if so requested by said member or remaining members

Section 2-94: Responsibility of the Personnel Advisory Board.

The Personnel Advisory Board shall conduct such research and carry out such instructions as the Board of Selectmen shall direct including, but not limited to, review of performance appraisals, compensation for employees, recommendation to Annual Town Meeting of additional work hours and all salary/wage increases, benefits, methods of selection of personnel, performance appraisal, and personnel procedures..

Section 2-95. Personnel Policies.

The personnel policies shall establish a personnel system which shall include, but need not be limited to, the following elements:

- (a) Method of administration. A system which assigns responsibility for the personnel system, including maintaining personnel records, implementing effective recruitment and selection processes, creating and maintaining a compensation plan, monitoring the application of policies and periodic reviews and evaluation of the personnel system.
- (b) Classification and compensation plans, as deemed appropriate.

- (c) Recruitment and selection policies
- (d) Record keeping system
- (e) Rights and obligation of employees
- (f) Other elements of a personnel system as deemed appropriate or necessary

Section 2-96. **Adoption of Policies.**

The Board of Selectmen is empowered and authorized by this bylaw to adopt personnel policies defining the rights, benefits and obligations of employees subject to this bylaw. Such policies shall become effective in accordance with the following procedure:

- (a) The Board of Selectmen may propose new, amended or revised policies; any such proposed policy may be proposed at any meeting of the Board of Selectmen. Any member of the Personnel Board or any employee may suggest policies for consideration by the Board of Selectmen. The Board of Selectmen need not consider any proposal already considered in the preceding twenty-four months.
- (b) Any proposed new, amended or revised policies shall be posted for a period of at least ten (10) days after being proposed, during which time comments, information and questions regarding any proposed policy may be provided to the Board of Selectmen. A public hearing shall be held following the ten (10) day posting period.
- (c) Any new, amended or revised policies shall become effective upon approval by a majority vote of the Board of Selectmen, unless a specific effective date is provided.
- (d) Copies of new or amended policies shall be posted in prominent locations within the Town Hall.

Section 2-97. **Severability.**

The provisions of this bylaw and the policies adopted pursuant to this bylaw are severable. If any bylaw provision or policy is held invalid, the remaining provisions of the bylaw or policy shall not be affected thereby.

Section 2-98. **Effective date.**

This bylaw shall take effect on April 24, 2000.