



ARTICLE 7: Personnel Bylaw Amendment

The Question

ARTICLE 7. To determine whether the Town will vote to strike the text of the Personnel Bylaw in its entirety and replace it with the following, or take any other action relative thereto:

The Town of Concord Personnel Bylaw

.... *(See proposed Bylaw printed in Warrant)*



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Personnel Board's Recommendation

- Shift authority for establishing, amending & administering non-union personnel rules regarding wage & paid leave provisions to the Town Manager

Why:

- Current system is inefficient & ineffective – non-union wage plans & paid leave provisions must be approved by the Personnel Board & MUST wait until the NEXT Town Meeting to be finalized



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Current Personnel Bylaw – What is It?

System Established per M.G.L., C.41, Sections 108A & 108C,
which allow use of a bylaw, adopted & amended by Town Meeting, to:

- Classify positions into groups based on similarity of work/responsibilities;
- Establish min & max salaries paid to employees in such positions;
- Consolidate bylaws pertaining to personnel administration; and
- Establish a Personnel Board to administer such bylaws



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Current Personnel Bylaw – What is It?

Its Purpose

- To “establish an equitable and efficient system of personnel administration for Town employees”

Applicability

- Excludes School and positions subject to an agreement
- 58% of the Town’s 330 regular positions are subject to Bylaw, plus ~ 350 temporary & limited status w/limited provisions



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Current Personnel Bylaw – What is It?

Content

Defines Personnel Board's role and makeup:

- 5 members
- appointed by Select Board
- 3-year terms
- responsible for administering the Personnel Bylaw



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Current Personnel Bylaw – What is It?

Content

14 pages with 20 sections, which outline non-union:

- compensation-related policies, or the designated authority for establishing such policies
- job titles
- salary ranges
- paid leave benefits



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Reasons for Recommendation

- The Personnel Bylaw/Personnel Board model is no longer an effective method of providing an equitable & efficient system of personnel administration for Concord's non-union employees
- Labor Counsel advises there is risk of personal bias or legal error in the current structure – the complexity of the classifications, wages, and leave laws for municipal employees, along with their ever-changing landscape, requires detailed and current knowledge which a Board of volunteers is unlikely to possess to the degree needed to independently fulfill its responsibility for interpretation & implementation of the bylaw



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In Summary - Impacts

Article 7 Will:

- Centralize employee compensation decisions
- Reduce the Personnel Board from 5 to 3 members
- Retain the Personnel Board in an advisory role



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In Summary – No Impact

Article 7 Will Not Change:

- Appointing authorities (established by Charter)
- Grievance procedures for non-union staff (set by policy, not part of the Personnel Bylaw)
- Advisory roles of the Personnel Board
- Oversight of budget expenditures (salaries, benefits, etc.) by Finance Committee & Town Meeting



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Future Opportunity

Initiate a collaborative discourse with Select Board, Town Manager, and Personnel Board to:

- set an updated charge for the Personnel Board
- identify ongoing procedures/methods for making wage and classification plans transparent



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