

**Draft Amendments to Article 7 Voted by Personnel Board 5/10/2021**

***Subject to change, based on further feedback and legal review, prior to a motion***

**PERSONNEL BYLAW AMENDMENT**

**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**

1. The Town Manager shall be entrusted with the administration of the Town's personnel system.
2. The Town Manager shall adopt and may amend rules and regulations establishing a lawful, equitable, and efficient system of personnel administration for Town employees. The personnel system shall make use of modern concepts of personnel management and shall include, but not be limited to, the following elements: (i) personnel policies indicating the rights, obligations and benefits of employees; (ii) a classification plan; (iii) a compensation plan; (iv) a method for appointing employees based on merit principles; (v) a record keeping system; and (vi) other elements that are deemed necessary. All Town agencies and positions shall be subject to the rules and regulations adopted under this section, except elected officers, employees of the school department, and as otherwise provided under chapter 150E of the General Laws. Furthermore, all compensation and benefit programs shall not exceed the limits established by appropriation.
3. The Personnel Board shall be composed of three members appointed by the Select Board for three (3) year terms. Members:
  - a. should have knowledge of human resources practices and employment laws;
  - and
  - b. shall not be a current or former employee of the Town.
4. The Personnel Board shall: ~~at the request of the Town Manager,~~
  - a. periodically review and advise the Town Manager regarding the Manager's obligations under this Bylaw;
  - b. report to the Select Board any concerns about the Manager's approach to personnel administration; and
  - c. approve any amendments to the Town's policy regarding grievances of employees subject to this bylaw.
5. The Select Board may charge the Personnel Board with additional responsibilities consistent with authorities specified by the Town Charter and this Personnel Bylaw.
6. Employees shall be provided an opportunity to review and comment on any proposed personnel policy that could have a significant impact on the conditions of their employment.