



ARTICLE 4: Classifications

Ratify Personnel Board Classification Actions

Purpose of Article:

To determine whether the Town will vote to ratify the Personnel Board's actions to amend the Classification and Compensation Plan during the past year



ARTICLE 4: Classifications

Classification Action = Amendment to Plan which:

- Adds or deletes a job title
- Assigns a title to a salary range
- Reassigns a title from one salary range to another

Existence of title on Plan does **not** approve funding; funding is subject to limitations of approved General Fund & Enterprise Fund budgets



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Classification Actions necessary when:

- Town Manager creates new position
- Duties of existing position change in significant manner
- Position title needs to be updated



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Per Personnel Bylaw:

- Personnel Board assigns titles & salary ranges as needed
- Salary grade assignments based on Town's standardized system for grouping positions
- If Class & Comp Plan amended, subject to ratification at next Town Meeting



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Actions Subject to Ratification:

- 4 specified in the Article (taken by the Warrant deadline)
- Any additional actions taken before the conclusion of Town Meeting; to date, 3 new titles for the IT Department due to reorganization
- All action taken before Town Meeting will be filed with the Town Clerk's Office



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Actions maintain appropriate job titles and salary ranges in order to:

- attract & retain competent employees
- comply with pay equity laws
- prolong the life of the Classification & Compensation Plan



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Anticipated Motion:

That the Town take affirmative action on Article 4
as printed in the Warrant