



Article 4

Ratify Personnel Board Classification Actions

Anticipated Motion:

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



Article 4

Ratify Personnel Board Classification Actions

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



Article 4

Ratify Personnel Board Classification Actions

Classification Actions needed when:

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



Article 4

Ratify Personnel Board Classification Actions

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



Article 4

Ratify Personnel Board Classification Actions

7 Actions Subject to Ratification:

- 6 printed in Warrant
- 1 action since Jan. 3 Warrant deadline:
 - Add “Facilities Maintainer” to Grade TCL-3



Article 4

Ratify Personnel Board Classification Actions

Actions represent:

- Natural changes in responsibilities since structure implemented in 2008
- Organizational structure updates to improve efficiency & effectiveness upon retirements
- New positions created within authorized funding



Article 4

Ratify Personnel Board Classification Actions

Prolong the life of the Plan by:

- Evaluating & modifying as changes occur

Prudent because:

- Comprehensive studies are costly & labor intensive



Article 4

Ratify Personnel Board Classification Actions

Reason for Recommendation:

- Maintenance of appropriate job titles and salary ranges is an important factor in attracting & retaining competent employees