



Article 4

Ratify Personnel Board Classification Actions

Motion:

- That the Town take affirmative action on Article 4 as printed in the Warrant, including under clause 7, the change to the Classification and Compensation Plan voted by the Personnel Board and effective on February 22, 2017 to add the title “Facilities Maintainer” to Grade TCL-3.



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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 needed 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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7 Actions Subject to Ratification:

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



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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



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Prolong the life of the Plan by:

- Evaluating & modifying as changes occur

Prudent because:

- Comprehensive studies are costly & labor intensive



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Reason for Recommendation:

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



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