



Article 4

Ratify Personnel Board Classification Actions

Purpose of Article:

- To approve classification actions taken by the Personnel Board during the past year



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Classification Action =

Amendment to the Classification & Compensation 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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The Classification Actions printed in the Warrant are now subject to ratification

- “Receptionist/Clerk” added in response to new position at COA, funded approved @ 2012 TMtg
- Human Services classification group w/2 salary grades & 2 titles created based on existing positions becoming regular. Unique labor market & wage rates that fluctuate due to funding sources



Article 4

Classification & Compensation Plan

Reason for Recommendation:

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