

PERSONNEL BOARD PROCEDURES Approved 8/6/07  
Amended July 2009

I  
PURPOSE

*Section 4a of Chapter 20(Personnel By-Law) of the General Bylaws of Sherborn states that “the Board shall establish its own rules of procedure and shall keep a record of its official actions”. The goal is to facilitate communications and clarify the necessary processes for managing personnel matters in Sherborn.*

II  
NOTIFICATION OF MEETINGS

*The Personnel Board shall meet at regular intervals, as convenient for the members. Meetings shall be posted with the Town Clerk. Meeting times and agendas shall be distributed by email to a master list of town departments, boards and committees which are under the jurisdiction of the Board for personnel matters.*

III  
AGENDA ITEMS

*Requests for items to be included on the agenda must be submitted by email to the Chairman of the Personnel Board in advance of a scheduled meeting. Urgent issues requiring the attention of the Board may be heard at any scheduled meeting.*

IV  
REQUESTS FOR ADDITIONAL HOURS, TRANSITIONAL PAY  
WHILE TRAINING NEW PERSONNEL, INCREASED PAY or  
CLASSIFICATION CHANGES

*Documentation in electronic form outlining and justifying the requests must be made available for circulation to Board members prior to the scheduled meeting. Documentation should include an official, dated and signed job description and a clear statement of the goals of the requested change. Data supporting the request may include increased or changed work loads or new legal requirements, data supporting the need for transitional support, duration of need, source of funds, or documentation of comparable salary or job description details from other communities. Requests that impact*

*budgets will also require consultation with the Advisory Committee. The Personnel Board will make their decisions available promptly to Advisory.*

*Standard procedure for all requests will be for the Board to hear presentations, review documents and take the issue(s) under advisement for decision at a subsequent meeting. Board decisions will wherever possible be deferred until all outstanding personnel issues of the budget season have been heard.*

## V

### CREATION OF A NEW JOB

*Any Board or Committee wishing to create a new job, or change an existing one will be responsible for providing a valid new job description based upon those of comparable towns and/or of the Massachusetts Municipal Association. To support the accuracy of the scope, they are requested to also provide the comparables to Personnel, as well as pay scale data.*

*Secondly, Personnel expects the Committee or Department making such a request to be prepared to defend the need (justify) with data about changing and/or expanded responsibilities, new legal requirements or unmet town needs. Data on offsets such as parallel savings or income sources if it exists should also be provided; pay scales will not be dependent upon a board or committee's ability to raise money. A cost/benefit analysis and anticipated impacts on the fiscal budget should also accompany requests.*

## VI

### FILLING ALL JOB VACANCIES

The required procedures for filling vacancies for both new positions and open positions are outlined in the Town of Sherborn Personnel Administration Plan, Sherborn General Bylaws, section 20.

## VII

### ATTENDANCE

*Those requesting a Personnel decision or putting forward an agenda item may be employees or heads of a department or committee. It is anticipated that they will attend the Board meeting to facilitate discussion and respond to any questions the Board may have.*

## VIII

### DECISION CONFIRMATIONS

*The Personnel Board shall send to the Department or Committee head, the Town Accountant, the Town Treasurer and the Advisory Committee, an official record of any decision or recommendation which effects the grade or salary of an employee or potential employee or effects the approved budget of a department. This is the responsibility of the Chairman of the Personnel Board. Department heads, in conjunction with the Town Treasurer, are responsible for implementation of changes and adherence to approved budgets.*

*As required in the Personnel Bylaw, the Board shall keep a running record of all official actions. This information will be recorded in the official Board minutes and provided to the Town Clerk. .*

## IX

### JOB DESCRIPTIONS

*As part of the required Job Classification Plan, the Board requires that there be an accurate, signed and dated job description for each position under the Personnel Board purview. It is the responsibility of the departments, boards and committees to provide these descriptions. If job descriptions change as work loads or responsibilities change or expand, it is the responsibility of the managers of each department to bring to the Personnel Board clearly amended job descriptions. The Personnel Board shall request periodic review and updates of job descriptions.*

*It will not be possible for the Board to discuss changes in responsibilities or pay if the job description is not up to date.*

## X

### PERFORMANCE REVIEW PROCEDURE

*The town bylaw requires an annual written evaluation of employees. The process is described in section 18 of the Personnel Administration Plan.*

## XI

### COMPARABLE PAY DATA

*From time to time the Board shall request the assistance of the various department heads, to complete a salary and benefit survey of adjacent and comparable towns. The intent is to be competitive with the median of salaries and benefits of comparable communities.*

## XII

### ANNUAL COST OF LIVING ADJUSTMENT (COLA)

Sherborn does not have a merit pay system. It is the responsibility of the Personnel Board to research a COLA number for the Advisory Board at the start of each budget season.

## XIII

### PERSONNEL BOARD CALENDAR

<i>07/15</i>	<i>Salary survey requests in years it is being done</i>
<i>08/1</i>	<i>Reminder of Personnel Review requirement</i>
<i>09/15</i>	<i>Receipt of survey information in years requested</i>
<i>09/30</i>	<i>Reminder personnel reviews should be completed</i>
<i>10/15</i>	<i>Set COLA, Send Fall letter and copy of procedures</i>
<i>11/15</i>	<i>Final date for salary adjustments requests</i>
<i>01/15</i>	<i>Warrant article deadline</i>