

**Motion: Article 27**  
**Roles and Responsibilities of Personnel Board**  
**(Select Board)**

Move that the Town vote to amend the by-laws as follows:

1. In Article 24, replace Section 2.1 so that the new Section 2.1 reads as follows:

*“2.1 The Personnel Board shall serve as an advisory board to the Town Administrator on policy making of the Town in regards to personnel matters and may perform the following functions as may be requested by the Town Administrator:*

- a) Review and recommend Classification and Pay Plan adjustments, to be presented to Finance Committee and Town Meeting;*
- b) Review and recommend employee benefit programs and conditions of employment;*
- c) Advise and review personnel procedures and administrative practices as carried out under Article 4-2, Sections 4 and 14 of the Natick Town Charter.”*

2. In Article 24, Section 2.2 first paragraph, remove the words “make recommendations to the Personnel Board on policy matters and” so that the first sentence in Section 2.2 reads as follows:

*“2.2 The Town Administrator or his or her designee shall serve as Director of Human Resources of the Town, and administer the day to day personnel practices, procedures and systems of the Town, including, but not limited to:”*

3. In Article 24, Section 3.2 remove the last part of the second sentence and the third sentence in its entirety, which reads “said payments shall not be added to base pay. All such payments shall be reported publicly to the Personnel Board at their next regularly scheduled meeting.”

so that the new Section 3.2 shall read:

*“3.2 The Pay Plan shall fix the compensation for each employee covered under the Personnel Bylaw. Provided however that the Town Administrator, pursuant to the Employee Evaluation procedure described in Section 9 and subject to available funds, may award a single instance payment to those employees whose work exceeds expectations. Any such payments for personnel appointed by the Select Board shall be subject to their approval.”*

4. In Article 24, Section 3.3, remove the last sentence that reads “Notification to the Personnel Board on all such decisions shall be made in a timely fashion.”

so that the new Section 3.3 shall read:

*“3.3 All employees entering the employ of the Town and subject to classification of the Pay Plan shall be compensated at the rate of pay recommended by the Director of Human Resources and approved by the Town Administrator.”*

5. In Article 24, Section 3.4, replace the section so that new Section 3.4 shall read:

*“3.4 The Director of Human Resources, upon review and recommendation by the Personnel Board, may establish during the year the salary schedule which shall be paid in a new position title necessary to the conduct of the business of the Town.”*

6. In Article 24, Section 3.8, remove the last part of the sentence that reads “and notification sent to the Personnel Board.”

so that the new Section 3.8 shall read:

*“3.8 All requisitions for persons to fill positions or perform duties subject to the Classification Plan shall be submitted to the Director of Human Resources, authorized by the Town Administrator.”*

7. In Article 24, Section 11.2 replace reference to the Personnel Board with reference to the Town Administrator, so that new Section 11.2 shall read:

*“11.2 The Town Administrator shall have the right to establish at any time and to withdraw at any time, temporary pay schedules in addition to rates as set forth in the Classification and Pay Plan.”*