

PERSONNEL BOARD

The Personnel Board was created by the Personnel Bylaw which was approved at the 2004 town meeting. The Personnel Bylaw states that “The Personnel Board shall be responsible for the administration of the personnel system established by this bylaw including a classification and compensation plan and make all necessary administrative rules and procedures to implement the provisions of this bylaw.” The Personnel Board is empowered to “ensure that the recruitment, selection and advancement of personnel shall be made on ability, knowledge, education and skill under fair and open competition” for all non-union employees.

During the 2009/2010 fiscal year, the Board met with all department heads and appointing authorities regarding a number of important personnel issues. In addition, the Board held a first of its kind meeting with all department heads or representatives in attendance at which the Personnel Board distributed a loose leaf binder containing a number of new or modified forms and informational literature pertaining to new procedures. The binder and any future addendums are to be a repository for all present and future forms and procedures designed to assist the department heads and their staff in the proper procedures and processing of non-union employees’ personnel matters.

The Clinton Personnel Board, in conjunction with the Town Administrator, has created a page within the Town’s website that is both user friendly and interactive. The Board has submitted all existing forms and policy information to the Town’s website. It is the Board’s intent that this format will allow the department heads, as well as any applicants and members of the general public, to access these forms and procedures on line.

The Board has recommended that the Selectmen, the Finance Committee and the Town Administrator seek proposals for a Personal Evaluation Study covering all job descriptions and their associated salaries. After a careful review of the proposals received, the Board recommended that Town embrace one of the three proposals received. Once the results of the study have been evaluated, the Board would be prepared to make a recommendation to the Selectmen and Town Administrator concerning the fairness and efficacy of the present grid system pay scales.

One important development this year was the receipt of state approval of the several amendments to the Personnel Bylaw suggested to correct minor grammatical and typographical errors that were submitted to and approved by the voters at last year’s Town Meeting.

It was our pleasure to advocate on behalf of the non-union employees this past year and we look forward to serving them and the town of Clinton in the future.

Respectfully submitted,

David MacIntyre, Chair
Laurence Richard, Vice-Chair
Fred Johnson, Recording Secretary
Maryann Castillo
Mary Beth McAndrews