

TOWN OF EASTON
HUMAN RESOURCE BOARD
COMMITTEE CHARGE

A. Introduction

The Human Resource Board (HRB) was established by vote of the Special Town Meeting of November 17, 2003 (adjourned to January 12, 2004) through amendments to the Town's Personnel By-Law. Subsequent amendments to the Town's Personnel By-Law were adopted at the Special Town Meeting held on November 4, 2013. While this Committee Charge provides an outline of the Membership and Duties of the HRB, it is not intended to supercede the Personnel By-Law, which provides substantial detail regarding the role of the HRB and mandates certain actions and authority for the HRB.

B. Committee Membership

- a. The Human Resource Board shall consist of three (3) residents appointed by the Board of Selectmen. No HRB member shall be a member of another board or committee, or an officer, official or paid employee of the Town.
- b. At least one member shall have education and/or experience in human resources or labor relations.
- c. The term of office shall be three years, so arranged such that the term of one member shall expire each year. Vacancies on the HRB shall be filled by the Board of Selectmen, and any person appointed to fill a vacancy shall hold office for the unexpired term of the person whom s/he succeeds.

C. Duties

- a. The HRB shall hold meetings at least once per year or at such times as it may determine. Such meetings may be scheduled either by the Chair or the Town Administrator. The HRB shall cause to be created a Classification Plan and a Salary Plan, either through contract with a qualified consultant or on its own, and shall make recommendations to the Personnel Director as to the implementation and administration of said plans. The position of all officers and employees of the town, other than elected officials and positions under the authority of the School Department, shall be classified by titles and groups in the Classification Plan. The Salary Plan shall provide minimum and maximum salaries for the groups and positions in the Classification Plan.
- b. The HRB shall transmit their recommendations regarding the Classification Plan and Salary Plan to the Town Administrator, who shall submit them to the Board of Selectmen pursuant to § C4-2(m) of Easton's Home Rule Charter. The Classification Plan shall become effective within 30 days after submission once presented to the Board of Selectmen, unless

rejected by the Board. The Classification Plan shall be implemented and administered by the Town Administrator.

- c. The Salary Plan shall be reviewed by the HRB no less frequently than every 5 years or as deemed necessary. In so doing, the HRB shall direct, assist with and/or conduct salary surveys for comparison between the town Classification and Salary Plans and comparable classifications and compensation outside the service of the Town and, based on said surveys, recommend changes to the Classification and Salary Plan to the Board of Selectmen through the Town Administrator.
- d. The HRB shall maintain written descriptions of the jobs in the Classification Plan, and shall, from time to time, review the duties of all such positions and classes.
- e. The HRB shall present an annual report to the Board of Selectmen including a summary of the salary plan, salary ranges and adjustments to ranges made during that year, summary of any wage survey done, summary of performance based increases given, recommendation of guidelines to be used for the pay plan for the next fiscal year as well as discussion of any off-cycle adjustments recommended and the reason for adjustment. The report shall also include an analysis of the Salary Plan for the year including percentage impact of raises on the budget, average percentage of increases, and distribution of employees falling within various performance levels.
- f. Other duties as detailed in the Personnel By-Law, or as may be requested by the Town Administrator and/or Board of Selectmen.