



TOWN OF CHILMARK, MASSACHUSETTS

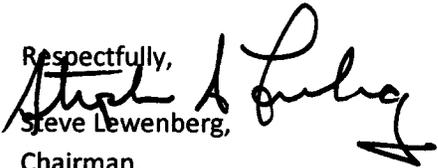
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M E M O

To: Chilmark Board of Selectmen
From: Human Resources Board of Chilmark
Date: August 8, 2013
Re: Recommended New Procedures

Honorable Selectmen:

At a regularly posted meeting, on August 8, 2013, the Human Resources Board of Chilmark (HRBC) voted unanimously to recommend the adoption of new procedures regarding the review of position descriptions and grades, to be included in the Human Resources Procedure Manual. These procedures are included in this memo.

Respectfully,

Steve Lewenberg,
Chairman,
Human Resources Board of Chilmark

Procedures Outline for Updating Job Descriptions

1. When a year-round employee resigns or leaves the Town's employ, the job description is automatically reviewed and updated by the HRBC and the Department Head, Supervisor or Board. (This is also specified in the recruitment and hiring procedures).
2. When the Department Head, Supervisor or Board formally requests a job description be created or an existing one updated the HRBC will initiate the process.
3. All new job descriptions or updates to existing job descriptions are performed among the HRBC and the Department Head, Supervisor or Board.
4. The final job description is agreed by all review parties, formally voted by the HRBC for recommended review and approval by the Board of Selectmen (BOS) and signed by the HRBC Chair.
5. The Board of Selectmen review and vote to approve the job description and it is signed by the Chairman of the BOS.
6. Seasonal job descriptions are created or updated among the HRBC and the Department Head, Supervisor or Board.

Procedures Outline for Assigning a Pay Grade to a New or Updated Job Description

1. The final approved and signed job description is given to the HRBC for establishing or re-evaluating the pay grade for the position.
2. For year-round pay grade evaluations the HRBC and the Department Head, Supervisor or Board discuss the job description and perform the pay grade exercise.
3. The final agreed pay grade and hourly pay rate is then compared to similar positions in the other island Towns -- as applicable -- to assess the competitiveness of the hourly pay rate.
4. Once final agreement is reached on the pay grade among the HRBC and the Department Head, Supervisor or Board it is formally voted by the HRBC for recommended review and approval by the BOS.
5. The Board of Selectmen review and vote to approve the pay grade and it is signed by the Chairman of the BOS.
6. Seasonal job descriptions are graded or re-graded among the HRBC and the Department Head, Supervisor or Board.
7. A formal pay grade change notice is filled out and given to the Treasurer for new or updated pay grades with an effective date.