

## ARTICLE XXXIX

### Department of Human Resources

**ESTABLISHMENT:** There is hereby established a Department of Human Resources. Said department shall be under the direction of a Human Resources Director and Personnel Board as authorized herein. The Human Resources Department shall serve all units of the general government of the town, and upon specific request of the School Committee, the School Department. The purpose of the Human Resources Department is to consolidate and improve personnel services, to ensure equitable administration of the Town's policies, and to better meet the requirements of State and Federal laws governing employment matters.

The appointing authority of every general governmental unit of the town, however elected, appointed, or constituted, and empowered to employ persons to perform a service for the municipality shall utilize the services of the Human Resources Director and Human Resources Department, consistent with the provisions herein provided. Nothing in this by-law is intended to conflict, derogate or otherwise interfere with applicable collective bargaining contracts between the Town of Norwood and its employees, or the duties and powers of appointing authorities with respect to Civil Service and Non-Civil Service hiring procedures.

#### **ORGANIZATION: Human Resources Director**

**Appointment:** The General Manager and the Personnel Board shall jointly set forth the official job description including minimum qualifications of the Human Resources Director. The Personnel Board shall determine the proper placement of the position within the town's classification and compensation plan. The General Manager shall appoint the Human Resources Director from a list of up to five applicants recommended by the Personnel Board. Any person so appointed to the position of Human Resources Director shall be qualified by reason of previous experience and/or education in personnel administration.

**General Responsibilities:** The Human Resources Director shall manage the daily operations of the Human Resource Department, and the day to day personnel practices of the town under the general supervision of the General Manager consistent with applicable federal and state law, this by-law, policies promulgated as provided herein, and with applicable collective bargaining agreements. The Human Resources Director may serve as a member of collective bargaining contract negotiating teams for the town, and at the request of any negotiating team, shall compile relevant data and statistical information. The Human Resources Director shall administer the town's classification and compensation plans in accordance with this By-law and regulations promulgated as provided herein. The Human Resources Director shall provide the Personnel Board with administrative support relative to the administration of the Town's classification and compensation plans, including reclassification of existing positions, assisting in causing classification and compensation survey studies to be performed.

#### **Duties and Responsibilities of the Human Resources Department:**

**Recruiting of Employees Based on Merit:** Generally works to assure fair treatment of all applicants, and the hiring of qualified employees based on the principles of merit.

**Employees Orientation and Communication:** Conducts orientation of all newly hired employees to review the town's personnel policies. Communicates personnel policies to covered employees as required.

**Central Record Keeping:** Maintains personnel records and data for all town employees, including maintaining a central file system.

**Benefits Administration:** Administers employee insurance programs including health, life, disability and other employee benefit programs. Nothing herein shall be constituted to diminish the powers and statutory responsibilities of the Norwood Retirement Board.



**Workers Compensation and Injured on Duty:** Assists in the administration of workers compensation program and injured on duty leaves.

**Personnel Policies:** Works to insure consistent interpretation and application of Town policies.

**Compliance with Federal & State Laws:** Develops standards and procedures to ensure the Town's compliance with all state and federal laws pertaining to employment.

**Civil Service:** Assists in ensuring the town is in compliance with the requirements of Chapter 31 of the General Laws of the Commonwealth of Massachusetts.

**Other Duties:** As promulgated and assigned in accordance with the provisions of this by-law.

**Personnel Board:** There is hereby established a Personnel Board consisting of five members appointed by the Town Moderator, Chairman of the Board of Selectmen and the Chairman of the Finance, herein after referred to as the Appointing Authority. The initial appointments thereto shall be one for a one year term, two for a two year term, and two for a three year term. Thereafter each term shall be for a period of three years. Any vacancy shall be filled in the same manner for the remainder of the term. During their term of office they shall be residents of the town and shall hold no other elected or appointed position other than town meeting representative.

The Appointing Authority, shall make every effort to ensure that a minimum of three of the members of the Personnel Board are qualified for such appointment by virtue of relevant and significant experience or training in personnel administration, or labor, or employment law.

**Responsibilities:** The Personnel Board shall work with the Human Resources Director to develop various personnel policies. Before any policies are adopted or amended the Personnel Board shall hold a hearing on same, such hearing shall be publicly advertised at least two weeks prior to said hearing. Every person or board, however elected, appointed, or constituted, and empowered to employ persons to perform a service for the town shall be given written notice of each such hearing. The personnel policy or policies shall encompass current human resources practices, provide for fair and equitable treatment of all employees, and include the municipality's sexual harassment policy, and the classification and compensation plans, along with a method to cause the plans to be continuously reviewed and updated using a consistent, accepted method of evaluating job positions.

Nothing in said policy shall infringe upon a department head's, or appointing authority's ability to supervise and discipline employees subject to an appropriate appeal process to the appropriate appointing authority.

**Other Duties:** The Personnel Board shall perform such other functions or duties as may be provided in the town bylaws, in a collective bargaining agreement, or assigned by town meeting.

**Classification and Compensation Plans:** All employees in the employment of the town shall be covered by a classification and compensation plan as provided by this by-law with the exception of Elected Officials. An employee or group of employees may make a request for a reclassification in writing upon forms provided by the Human Resources Department. The Personnel Board shall cause a review, subject always to applicable bargaining obligations, to be made of each request. The Personnel Board shall make the final decision based on such review and communicate the determination regarding the request in writing to the party submitting the request. Decisions of the Personnel Board are final, subject however to funding by Town Meeting. No employee may make a request for reclassification of the same position in consecutive fiscal years.

(Special Town Meeting, May 13, 2002, Article 11)