



**TOWN OF PEPPERELL**  
**COUNTY OF MIDDLESEX**  
**COMMONWEALTH OF MASSACHUSETTS**

**PERSONNEL BYLAW**

**Article I: Purpose and Intent**

The purpose of the Personnel Bylaw is to establish Personnel Policies and to establish a system of personnel administration based on principles that ensure a uniform, fair and efficient application of personnel policies. The intent of this bylaw is to provide a method of recruiting, selecting, developing and retaining a work force that is skilled and effective in accomplishing the service delivery mission of the Town. Personnel actions are to be made without regard to sex, race, religion, color, sexual orientation as defined by law, disability, political affiliation or other non-job-related factors, and shall be based on merit and fitness.

This bylaw is adopted pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth and General Laws, Chapter 41, Sections 108A and 108C.

**Article II: Personnel Policies and Procedures**

- A. Under authority of this bylaw the Town may establish Personnel Policies and Procedures (herein also called the "Policies"), which are to be maintained in a separate document of said name. Adoption and implementation of the Policies shall require formal approval from the Select Board and any changes or modifications to the Policies shall require Personnel Board review and Select Board approval.
- B. All Town departments and positions shall be subject to the provisions of this bylaw, except elected officers, members of boards and commissions, and individuals subject to a personal contract. To the extent that the provisions of any collective bargaining agreement or personal contract conflict with any provisions of this bylaw or the Policies adopted pursuant to this bylaw, the provisions of the collective bargaining agreement or personal contract, as applicable, shall prevail.
- C. The Town Administrator shall be responsible for the establishment and maintenance of a personnel system based on this bylaw
- D. The Personnel Policies and Procedures shall include, but not be limited to:
  - a. A method of administration
  - b. Employment practices, including:

- i. Recruitment, selection and hiring procedures
  - ii. Disciplinary process
  - iii. Grievance process
  - iv. Separation from service process
- c. Standards of Conduct
- d. Working Conditions
- e. A centralized personnel record keeping system, personnel records access and retention
- f. Employee benefits, including:
  - i. Paid time off
  - ii. Insurance
  - iii. Retirement
- g. Information technology standards of conduct
- h. A classification and compensation plan for all employees
- i. Other elements of a personnel system as deemed appropriate or necessary

### **Article III: Personnel Board**

- A. There is hereby established a Personnel Board (the “Board”) consisting of three (3) employees of the Town. The Town Administrator, Human Resources employees, Select Board members, and personal contract employees are not eligible for Board membership.
- B. Personnel Board members shall be appointed by the Select Board.
- C. The Board shall elect a Chairperson and a Vice Chairperson from its members. The Vice-Chairperson shall act as Chairperson in the absence or incapacity of the Chairperson.
- D. The Board shall be responsible for administering processes established under the Policies, to the extent provided therein.
- E. The Board shall keep a record of its official proceedings and actions.
- F. Two members shall constitute a quorum for the transaction of business by the Board

### **Article IV: Personnel Administrator**

- A. The Human Resources Department Head shall serve as the Personnel Administrator for the Policies and shall be responsible for their administration.

### **Article V: Severability**

- A. In the event that any provision of this bylaw or application thereof shall be held invalid by a court of competent jurisdiction, this shall not be construed to affect the validity of any other provisions or application of this bylaw.