

# HOUSE . . . . . No. 3651

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By Mr. Garballey of Arlington, a petition (accompanied by bill, House, No. 3651) of Sean Garballey, William N. Brownsberger and Jay R. Kaufman (by vote of the town) relative to the human resources department of the town of Arlington. Municipalities and Regional Government. [Local Approval Received.]

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## The Commonwealth of Massachusetts

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In the Year Two Thousand Eleven  
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An Act relative to the human resource department of the town of Arlington.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

1           SECTION 1. Chapter 503 of the acts of 1952 is hereby amended by striking out section  
2   24, as amended by section 2 of chapter 308 of the acts of 1979, and inserting in place thereof the  
3   following section:-

4           Section 24. Human Resource Department. The town manager shall appoint a suitably  
5   qualified person to be human resource director of the town, who shall have overall supervision of  
6   the human resource department of the town, and who shall be responsible for the development  
7   and implementation of personnel policies and procedures based upon the concept of merit. It  
8   shall be the duty of the director to administer the pay and classification plans as now or  
9   hereinafter provided in the town by-laws, maintain employee records, and perform such other  
10   duties as may be assigned by a vote of the town meeting. All town appointing authorities shall  
11   process the hiring of staff through the town human resource department. The human resource  
12   department shall work with town appointing authorities to prepare job descriptions and job

posting materials, shall post positions and receive application materials, and shall turn application materials over to appointing authorities for their consideration and final decision.

Upon the vote of the school department to consolidate its human resource functions with those of the town of Arlington under section 37M of chapter 71 of the General Laws, all of the duties described above and relating to the said school department are subject to review and approval by the superintendent of schools. The town manager shall seek input from said superintendent relating to the appointment and performance evaluation of the director of the human resource department.

SECTION 2. Said chapter 503 of the acts of 1952 is hereby further amended by striking out section 24A, as inserted by said section 2 of chapter 308 of the acts of 1979 and further amended by section 1 of chapter 226 of the acts of 1990, and inserting in place thereof the following section:-

Section 24A. Human Resource Board. There shall be established a human resource board, which shall consist of 3 members to be appointed by the town manager. Each member shall be selected on the basis of professional experience and expertise in the area of personnel administration. Said human resource board shall be empowered, after consultation with the human resource director, to hear and rule on employee appeals of adverse reclassification determinations of the human resource director. Said board shall perform such other functions as may be provided for in the town by-laws or in a collective bargaining agreement. Implementation of this section shall be guided by the town by-laws.

SECTION 3. This act shall take effect upon its passage.