



TOWN OF HALIFAX
Commonwealth of Massachusetts

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To: Halifax Registered Voters
From: Charlie Seelig, Town Administrator
Date: April 2, 2016
Re: Annual Town Meeting – Article 2 – Wage and Personnel Amendments

Each year the Wage and Personnel Board holds a hearing to receive proposals for amendments to the Town's Wage and Personnel By-Law which lists the wages, salaries and benefits for the Town's employees (not including those represented by a union, those who are elected and those who are School Department employees). As a result of the hearing, the Board issues its recommendations and those recommendations are listed in Article 2 of the warrant for the Annual Town Meeting on May 9, 2016.

The Town's Wage and Personnel By-Law allows that those matters which were proposed at the hearing but not recommended by the Wage and Personnel Board to be heard and voted on at the Annual Town Meeting as part of the deliberations on Article 2. The following proposals were made at the hearing and may be brought up at Town Meeting. In some cases, the proposal was a brief description of an idea or concept, not specific language. In some of these cases (as noted) the proposal will be incorporated into the Wage and Personnel's Employee Handbook:

- 1) Award a merit increase of 5% to Fire Department Administrative Assistant, Patrica Forsstrom;
- 2) Establish an anti-harassment policy (to be incorporated into the handbook);
- 3) Establish a work from home policy (no policy adopted for the by-law or handbook);
- 4) Establish a code of conduct for all Wage and Personnel employees (to be incorporated into the handbook);
- 5) Award stipends to employees obtaining various degrees in fields related to their work;
- 6) Revise the incentive increase program based on the amount of hours needed to complete work on a certificate program/degree;
- 7) Accept Massachusetts General Laws Chapter 59, Section 21A - stipends for assessors; (to be brought up at Town Meeting in a separate article)
- 8) Add an electronic communication and information policy (to be incorporated into the handbook);
- 9) Revised the longevity stipend schedule;

- 10) Add an appropriate dress policy (to be incorporated into the handbook);
- 11) Add an attendance and absence policy (to be incorporated into the handbook);
- 12) Add a disciplinary policy (to be incorporated into the handbook);
- 13) Add a smoking policy (to be incorporated into the handbook);