

CHAPTER X. PERSONNEL SYSTEM

Sec. 10.1 Applicability.

This chapter shall be applicable only to employees of the Town of Groton. This chapter does not apply to employees of the BOE.

Sec. 10.2 Regular Positions.

Regular positions are those filled through appointment by the Town Manager or a Department Head. They include full-time and part-time positions scheduled for twenty (20) or more hours per week, but exclude elected, contractual, temporary, seasonal or part-time positions under twenty (20) hours per week, the latter of which are governed by the Personnel Rules established in Section 10.10.

Sec. 10.3 Approval of Positions.

All regular positions shall be approved by the Council through the budget or by resolution. A job description shall be prepared for each approved regular position. Job descriptions shall become effective upon approval of the Council and filing with the Town Clerk.

Sec. 10.4 Employment.

No person shall be employed in a regular position unless it has been approved by the Council and a job description filed with the Town Clerk.

Sec. 10.5 Appointments.

All appointments and promotions shall be made solely on the basis of merit in accordance with the Personnel Rules established in Section 10.10.

Sec. 10.6 Salaries.

The Council shall upon the recommendation of the Town Manager establish by resolution a systematic pay plan for positions not covered by collective bargaining agreements and approve policies for its administration.

Sec. 10.7 Terms and Conditions of Employment.

The Council shall upon the recommendation of the Town Manager approve by resolution benefits and other terms or conditions of employment including a grievance procedure for employees not covered by a collective bargaining agreement.

Sec. 10.8 Suspension, Dismissal or other Discipline.

The Town Manager or a department head may, in accordance with the provisions of the Employee Discipline Policy contained in the Personnel Policy Manual, suspend, dismiss or otherwise discipline a subordinate for just cause. The action may be appealed through the grievance procedure in an applicable collective bargaining agreement or if the person is not covered by a collective bargaining agreement through the grievance procedure established under Section 10.7.

Sec. 10.9 Retirement System.

The Council will establish by ordinance a retirement system for employees of the Town holding regular positions.

Sec. 10.10 Personnel Rules.

The Town Manager shall prepare or cause to be prepared and submit to the Council a set of Personnel Rules containing such rules as may be necessary to establish and administer the processes for the establishment and approval of positions and the appointment and promotion of individuals. Such rules and any amendments thereto shall become effective upon approval by resolution of the Council. If the Council fails to take action within thirty (30) days, the proposed Personnel Rules and any amendments shall be deemed approved. Copies of such rules and any amendments thereto shall be filed with the Town Clerk and distributed to town employees.

Sec. 10.11 Personnel Policy Manual.

The Town Manager shall prepare or cause to be prepared and submit to the Council a Personnel Policy Manual containing the town's personnel policies as may be necessary to establish and communicate practices, policies, plans and benefits generally applicable to all employees. Such Personnel Policy Manual and any amendments shall

become effective upon approval by resolution of the Council. If the Council fails to take action within thirty (30) days, the proposed Personnel Policy Manual and any amendments shall be deemed approved. Copies of such Personnel Policy Manual and any amendments thereto shall be filed with the Town Clerk and distributed to town employees.