

TOWN OF MONTAGUE PERSONNEL BY-LAW

[Updated 5/2/2026]

1. Authority

This chapter is enacted in accordance with the provisions of G.L. c. 41, §108C.

2. Purpose

The purpose of this chapter is to establish fair and equitable personnel policies and a system of personnel administration based on merit principles that ensures uniform, efficient application of those policies.

3. Application

All employees of the Town, excluding elected officials and employees of the School Committee, shall be subject to the provisions of this chapter and any personnel policies adopted pursuant thereto. To the extent that the terms of any collective bargaining agreement or employment agreement conflict with any provision of this chapter or personnel policies adopted pursuant thereto, the provisions of the collective bargaining agreement or employment agreement shall prevail.

4. Personnel Administration

The Selectboard shall serve as the Town's Personnel Board and shall have responsibility for the administration of the personnel system and development of a human resources system which meets the needs of the Town. In this capacity, the Personnel Board shall have the authority to carry out the following functions, including, but not limited to:

- Appointment and removal of employees (excluding employees who by statute appointed by a board or commission other than the Selectboard)
- Annual review of compensation and benefits
- Development of methods and standards for selection and appointment of personnel
- Development and administration of performance standards
- Supervision of performance appraisals
- Other functions as circumstances necessitate

5. Personnel System

The personnel policies adopted pursuant to this Chapter shall establish a personnel system which shall include, but need not be limited to, the following elements:

- Method of administration: a system which assigns responsibility for the personnel system, including maintenance of personnel records, implementation of effective recruitment and selection processes, maintenance of the classification and compensation plans, oversight of the application of policies, and periodic review and evaluation of the personnel system
- Classification and compensation plan(s), as deemed appropriate;
- Recruitment and selection policies
- Central record keeping system
- Rights and obligations of employees
- Other elements of a personnel system as deemed appropriate and necessary

6. Adoption of Policies

The Personnel Board shall be empowered and authorized by this chapter to adopt comprehensive personnel policies that establish the rights, benefits and obligations of employees subject to this chapter.

7. Severability

The provisions of this chapter and the policies adopted pursuant thereto are severable. In the event any provision of this chapter or any policy adopted pursuant thereto is held invalid, the remaining provisions of the chapter or policy shall remain in full force and effect.

8. Effective Date

This chapter shall take effect on May 3, 2026.