

## **POLICY # A1-3.1**

### **ESTABLISHING NEW POSITIONS ALL EMPLOYEES**

It is the goal of the Town of Wayland to provide its citizens with reasonable services funded by tax dollars and fees paid. To that end it is the policy of the Town to provide appointing authorities and department heads with a workable mechanism to create or alter positions as needed within limited funding sources.

#### **Determining Needs**

Before additional staff can be added to a department the appointing authority and/or the department head must first identify the tasks, responsibilities and functions that are required. Consideration should be given to determining the number of work hours per week that will be needed to accomplish the designated tasks. The longevity and regularity of the tasks may be a deciding factor if a new position is to be established. If the need is temporary or related to a specific project, a contractor, a temporary service or additional employee training may be a more cost-effective alternative. Consolidating or adjusting other employees' duties may also be an option. Once the appointing authority and/or the department head has made the decision that additional staff is the best option, the Human Resources Director should be contacted. Depending upon the request, Human Resources may conduct a job audit of other positions in the department, or possibly outside of the department, to determine if existing staff can perform any of the newly required functions.

#### **Creating a New Position Description**

If the determination is made that the Town is best served by creating a new position, Human Resources will work with the appointing authority and/or the department head in developing a position description. When the position description has been completed the appointing authority will present its request for a new position along with the newly created position description to the Personnel Board for their review. If the Board is in agreement with the request, a salary grade will be assigned to the proposed position.

Based upon the information presented, the Personnel Board will develop a recommendation to the Finance Committee. The recommendation may support the proposal, oppose the proposal or offer another alternative solution. If the Finance Committee approves the newly created position the Human Resources Director may need to bargain the position with a representing union.

The new position would then be added to the next annual budget and to the Wage and Classification Plan presented at Town Meeting. If approved by Town Meeting, the vacancy will be filled in accord with the Town's Recruitment and Selection Policy.