



TOWN OF CHILMARK, MASSACHUSETTS

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To: Chilmark Board of Selectmen
From: Chilmark Human Resources Board
Date: November 29, 2016
Re: Amendment to the Human Resources Bylaw procedures manual

The Human Resources Board of Chilmark (HRBC) held a properly posted and published public hearing on Thursday, November 3, 2016 and voted to amend the Human Resources Bylaw procedures manual section assigning a pay grade to a new or updated job description as follows:

1. The new pay grade for a vacant year-round position -- whether a pay grade increase or pay grade decrease -- as described in #1 Procedures Outline for Updating Job Descriptions shall take effect on the new employee's first date of employment.
2. All updated and re-graded job descriptions for currently filled year-round positions shall complete the entire process through final approvals no later than November 30 so the new grade can be included in the budget planning for the following fiscal year. The new pay grade shall then take effect on July 1 of the following fiscal year – provided the budget is approved by town voters at the annual meeting.

Jennie Greene, Chairperson