

# HOUSE . . . . . No. 3651

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## The Commonwealth of Massachusetts

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**In the Year Two Thousand Eleven**  
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An Act relative to the human resource department of the town of Arlington.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

1           SECTION 1. Chapter 503 of the acts of 1952 is hereby amended by striking out section  
2 24, as amended by section 2 of chapter 308 of the acts of 1979, and inserting in place thereof the  
3 following section:-

4           Section 24. Human Resource Department. The town manager shall appoint a suitably  
5 qualified person to be human resource director of the town, who shall have overall supervision of  
6 the human resource department of the town, and who shall be responsible for the development  
7 and implementation of personnel policies and procedures based upon the concept of merit. It  
8 shall be the duty of the director to administer the pay and classification plans as now or  
9 hereinafter provided in the town by-laws, maintain employee records, and perform such other  
10 duties as may be assigned by a vote of the town meeting. All town appointing authorities shall  
11 process the hiring of staff through the town human resource department. The human resource  
12 department shall work with town appointing authorities to prepare job descriptions and job  
13 posting materials, shall post positions and receive application materials, and shall turn  
14 application materials over to appointing authorities for their consideration and final decision.

15           Upon the vote of the school department to consolidate its human resource functions with  
16 those of the town of Arlington under section 37M of chapter 71 of the General Laws, all of the  
17 duties described above and relating to the said school department are subject to review and  
18 approval by the superintendent of schools. The town manager shall seek input from said  
19 superintendent relating to the appointment and performance evaluation of the director of the  
20 human resource department.

21           SECTION 2. Said chapter 503 of the acts of 1952 is hereby further amended by striking  
22 out section 24A, as inserted by said section 2 of chapter 308 of the acts of 1979 and further  
23 amended by section 1 of chapter 226 of the acts of 1990, and inserting in place thereof the  
24 following section:-

25           Section 24A. Human Resource Board. There shall be established a human resource  
26 board, which shall consist of 3 members to be appointed by the town manager. Each member  
27 shall be selected on the basis of professional experience and expertise in the area of personnel  
28 administration. Said human resource board shall be empowered, after consultation with the  
29 human resource director, to hear and rule on employee appeals of adverse reclassification  
30 determinations of the human resource director. Said board shall perform such other functions as  
31 may be provided for in the town by-laws or in a collective bargaining agreement.  
32 Implementation of this section shall be guided by the town by-laws.

33           SECTION 3. This act shall take effect upon its passage.