



Office of the
BOARD OF SELECTMEN
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RECLASSIFICATION OF POSITIONS
SELECTMEN'S POLICY #2013-01
Adopted 6/4, 2013

Introduction: From time to time it is necessary or appropriate to review the classification of a position. Requests for reclassifications shall be undertaken in accordance with this policy.

A department, board, or commission that desires that a position be reclassified shall submit the following information to the Town Administrator:

1. Completed Position Analysis Questionnaire;
2. Amended or edited job description noting changes to the position;
3. Such other information it deems relevant to support the request.

After reviewing for completeness, the Town Administrator will schedule the request for reclassification on a Board of Selectmen agenda.

The Board of Selectmen shall review the information and make an initial determination on the request:

1. If the Board determines that reclassification is not warranted it shall notify the parties of its determination;
2. If the Board determines further review is warranted it will forward the materials to a consultant or individual chosen by the Board.

Upon receiving a recommendation from its consultant or individual the Board will make such changes to the classification as the Board deems appropriate and shall notify the parties. The decision of the Board is final.

The Board of Selectmen reserves the right to limit the number of reclassification reviews.