



Agenda Item Summary Sheet

Item No: **J-3**
Meeting Date: **September 2, 2020**

Item Title: Interim Town Manager Greg Sparks - Consideration of modification to Personnel Policy re: Approval of job descriptions/pay class plan

Item Summary:

At the August 5th Board of Commissioners meeting, a modification to the Personnel Policy to reflect the process for modification to job descriptions/classification and pay plan was discussed.

Request Board approval of the following modification to the Personnel Policy - Article II. General Provisions - Section 6. Responsibility of the Town Manager - Item B:

B. ~~Recommend revisions of the position classification plan to the Board of Commissioners.~~

May approve revisions to job descriptions and to the position classification plan that maintains or lowers the established pay grade. Revisions that increase a position grade shall require approval from the Board of Commissioners. The Town Manager shall inform the Board of Commissioners in writing within 30 days of any changes to the position classification plan.

Number of Attachments: 0

Specific Action Requested:

Provided for Board review and approval.

Submitted By: Administration

Date: August 26, 2020

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: August 26, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: August 26, 2020

Town Manager Comment and/or Recommendation:

Provided for Board consideration on September 2nd.

Signature: Greg Sparks

Date: August 26, 2020