

(f) The Personnel Board shall organize and conduct its business in accordance with the provisions of the bylaws of the Town.

(g) The Personnel Board shall submit an annual report and attendance record to the Town Manager for incorporation into the Annual Town Report, and make any recommendations on matters related to the Plan it considers should be acted upon by the Town. (ByLaws, Art. 11, § 4, 3-4- 72)

Section. 2-111. Employee Records.

The Town Account and Department Heads shall keep such records of the employees of the town as the Personnel Board may require. The Personnel Board shall keep such records of its own as it considers appropriate. All records of the Town, by whomever kept, pertaining to the Town's employees shall be open to inspection by the Personnel Board, or any of its members, at all reasonable times. (Bylaws, Art. 11, § 4, 3-4- 72)

Section. 2-112. Establishment of New Classifications

No new classifications shall be established without a report from the Personnel Board. Failure of the Personnel Board to report shall not prevent the Town from acting on proposals. (Bylaws, Art. 11, § 4, 3-4- 72)

Section. 2-113. Applicability to Town Employees.

The provisions of this Article shall apply to all employees in the service of the Town, other than positions filled by popular election and those under the direction of the School Committee. (Bylaws, Art. 11, § 5, 3-4-72)

Section. 2-114. Posting of Vacancies.

All Town departments, boards, commissions and committees shall post all paid employment opportunities in Town government if the position has not been filled under the posting requirements of the collective bargaining agreement, if any, governing the position vacancy.

The job vacancy notice shall include (1.) posting date; (2.) closing date; (3.) job title; (4.) pay rate and (5) job description including proposed work schedule.

The job vacancy notice shall be posted on bulletin boards in the following locations: (1.) Municipal Office Building; (2.) Senior Center; (3.) Town Library; and (4.) Main Post Office. Additionally, notice of the posting shall be published for one (1) week in the "local newspaper" as defined in the Town of Millbury Home Rule Charter under Article 1, Section 1-7: Definitions (f).

(Bylaws, Art. 57, 5-2-2006)

THIS IS NOT AN OFFICIAL DOCUMENT