



***TOWN OF BRUNSWICK  
PERSONNEL BOARD***

**Board Composition.**

The Personnel Board consists of five (5) regular members and two (2) alternate members.

**Terms of Office.**

The term of office is three (3) years.

**Meeting Schedule.**

No set schedule. Meets on an as needed basis.

**Powers and Duties.**

The Personnel Board assists in the hiring and promotion process of the Police Officers and Firefighters. They act as the grievance appeals board for nonunion employee grievances.

**Town Staff Contact.**

Jessica Factor, Human Resources Specialist – (725-6653)

**TOWN OF BRUNSWICK  
PERSONNEL BOARD  
Current as of July 1, 2011**

*(Town Charter, Section 402 and Chapter 12 (Personnel Policy))*

**TOWN CHARTER**

**Section 402. Personnel system.**

- (a) Merit principle. All appointments and promotions of town officers and employees, subject to the direction and supervision of the manager, shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.
- (b) Personnel director. The manager or the manager's appointee shall be the personnel director.
- (c) Personnel board. There shall be a personnel board of 5 regular members and 2 alternate members. The term of office of a regular member and an alternate member is 3 years and until a successor is appointed and qualified. When a regular member is absent, the chair may appoint an alternate member as acting a regular member; but only those regular and alternate members who sit on a particular matter may participate in the discussion and determination of it. A member or alternate member of the board may hold no town employment. The personnel director shall provide necessary staff assistance for the board.
- (d) Personnel rules. The manager or the manager's appointee shall prepare personnel rules. The manager shall submit such rules to the council, which rules the council shall adopt by ordinance with or without amendment. These rules shall provide for:
- (1) The classification of all town positions, based on the duties, authority and responsibility of each position, with adequate provision for reclassification of any position whenever warranted by changed circumstances;
  - (2) A pay plan for all town positions;
  - (3) Methods for determining the merit and fitness of candidates for appointment or promotion, demotion or dismissal;
  - (4) Policies and procedures regulating reduction in force and removal of employees;
  - (5) A retention and retirement plan for town employees;
  - (6) Hours of work, attendance regulations and provisions for sick and vacation leave;
  - (7) Policies and procedures governing persons holding provisional appointments;
  - (8) Policies and procedures governing relationships with employee organizations;
  - (9) Policies regarding in-service training programs;
  - (10) Grievance procedures including procedures for the hearing of grievances by the personnel board, which board may render advisory opinions to the manager based on its findings, with a copy provided to the aggrieved employee; and
  - (11) Other practices and procedures necessary to the administration of the town personnel system.

*Chapter 12 Personnel Policy of Code of Ordinances.*

**Sec. 12-7. Personnel board; duties.**

The personnel board established by the Brunswick Town Charter shall assist in the hiring, promotional, and disciplinary processes of the police and fire departments as outlined in Article XVIII of this chapter. The board shall also act as an appeals board for disciplinary actions involving non-union employees as outlined in Article XIII of this chapter. The board shall represent the public interest in the improvement of personnel administration in the town service. (Ord. of 6-5-95, § 1(G))