

**Town of Needham
Employment and Hiring
Definitions – Policy #100**

1. PURPOSE AND SCOPE

The purpose of this document is to define the commonly used words and phrases and their meanings unless different construction is clearly required by the context or the by the laws of the Commonwealth of Massachusetts.

2. APPLICABILITY

This policy applies to all employees (excluding the Needham Public Schools) of the Town of Needham.

Absence – any period during which an employee is not at work for which the employee is scheduled to work.

Appointing Authority – the Town Manager (except for the Finance Committee’s Executive Secretary for whom the through appointing authority is the Finance Committee)

Appointment – The placement of a person in a position in the service of the Town as executed by the Town Manager/designee.

Civil Service Law – M.G.L. Chapter 31 as amended and all the rules and regulations made thereunder; and any special law enacted by the General Court regulating classifications, compensation and conditions of employment in service of the Town under M.G.L. Chapter 31.

Class – A group of positions in Town service sufficiently similar in respect to duties that one position title may be applied to all, that the same requirements may be used to determine qualification of employees, and that the same tests of qualification may be used to choose qualified employees, and that the same scale of pay may be applied to all positions in the group.

Classification Plan – A plan which classifies each group of positions (or class) pursuant to the Town Charter.

Compensation Plan – A compensation plan provides a compensation range for each class pursuant to the Town Charter.

Department Manager – A position having immediate supervision and control of a department or division (see Attachment A).

Employee – An appointee of the Town of Needham occupying a position in the Classification Plan.

Full-Time Employment – An appointment to a regular position for not less than seven and one half (7.5) hours per day, for five (5) days per week for fifty-two (52) weeks per year, minus legal

holidays, vacations, and other authorized leaves of absences. Full-time employees are eligible for leaves and benefits.

General Government Employees– Individuals employed as Town employees (not working for the School Department) and appointed by the Town Manager or other appointing authority.

Leave Without Pay – that absence which may not be charged to paid leave. Such absences are either authorized leave of absence without pay, which was approved by the department manager, or absence for which no authorization was given.

Non-occupational Sick Leave – the conditional benefit for an employee's approved use during periods of non-work-related illness.

Non-Represented Employee – An employee whose position is not included in a collective bargaining unit.

Paid Leave – Those leave types that are either accrued or earned such as vacation, non-occupational sick leave, personal leave, and compensatory leave or other eligible leave types such as bereavement, military, etc.

Part-Time Employment – An appointment to a position in Town service for fewer than twenty (20) hours per week. Part-Time employees are ineligible for benefits and paid leaves.

Position – A post of employment established in the Classification Plan with assigned duties and responsibilities.

Promotion – A change from a position of lower classification and compensation grade to a position of similar work, but with greater responsibilities and in a higher classification and compensation grade.

Rate – A sum of money designated as compensation for hourly, weekly, monthly or annual employment services.

Reclassification – A change made to a position title within the Classification Plan as a result of a change in duties required to be performed by the position.

Regular Part-Time Employment – An appointment to a regular position for a regular schedule of twenty (20) or more hours per week and less than regular full-time, for fifty-two (52) weeks per year. Regular part-time employees are eligible for pro-rated benefits.

Represented Employee – An employee whose position is included in a collective bargaining unit.

Step/Step Rate – The rate(s) in the range of a compensation grade within the compensation plan.

Temporary/Seasonal Employment – The retention of an employee in a position in Town service for a period of time not to exceed six (6) consecutive calendar months.

Town – Town of Needham

Town Charter – The Needham Special Home Rule Charter Act (Acts of 1971, Chapter 403), as amended.

Town Manager – The Chief Executive Officer of the Town of Needham.

ATTACHMENT A

DEPARTMENT MANAGERS
Assistant Director of Public Works / Bldg. Maint. (formerly Dir. of Bldg. Maint.)
Assistant Director of Public Works / Operations
Assistant Town Manager / Director of Finance
Assistant Town Manager / Director of Operations
Building Commissioner
Business Manager (formerly Dir. of Admin. & Finance/Public Svcs.)
Conservation Manager (formerly Director of Conservation)
Deputy Police Chief
Director of Management Information Systems
Director of Aging Services
Director of Assessing
Director of Design and Construction
Director of Health and Human Services
Director of Human Resources
Director of Park & Recreation
Director of Planning and Community Development
Director of Public Library
Director of Public Works
Director of Youth and Family Services
Division Superintendent, Highway
Division Superintendent, Parks & Forestry
Division Superintendent, Solid Waste/Recycling
Division Superintendent, Water/Sewer
Fire Chief
Fleet Supervisor
Police Chief
Support Services Manager
Town Accountant
Town Engineer
Town Manager
Town Treasurer/Tax Collector