

TOWN OF LITTLETON BOARD OF SELECTMEN

Staffing Vacancy Review

Policy Statement

The Town of Littleton has instituted a number of cost reduction measures in light of financial forecasts indicating that the Town may be unable to sustain current levels of services within available resources. One of those measures is to review all staffing vacancies to determine if there are alternative methods of providing the service deliveries associated with the position. The objective of this review is to coordinate and optimize existing staffing resources in order to reduce operating expenses, proactively manage budget deficits and to begin to make long-term structural changes and improved efficiencies in the Town's work force. This review should include evaluating whether responsibilities can be shared within or between all departments, whether offices or positions can be consolidated, and whether shared inter-municipal options can be explored with neighboring communities.

The review process applies to all general fund departments and departments that receive a subsidy from the general fund. Any position that becomes vacant in one of these departments may not automatically be filled. Each department will submit a Vacancy Review Consideration form to request the filling of any vacant position to the Assistant Town Administrator, who will coordinate a formal review with the requesting Department Head and the Town Administrator. In addition to determining all fiscal impacts, the review will address the following specifically:

1. What is the current Department staffing level – FTE equivalent?
2. When did the position become vacant?
3. What are the key duties of the position?
4. Could we eliminate the position and either eliminate or reassign any of the needed duties?
5. Do we need to keep the position but realign duties and/or job title to meet emerging needs/directions?
6. Could we collaborate with other departments or municipalities to combine forces using a shared position?
7. Are the duties such that they could be completed by temporary or seasonal staff instead?
8. If the position needs to be refilled, why? What is the impact of not filling the position?
9. How have the duties been covered since the vacancy occurred? Why can't coverage continue in this manner?
10. Is the position required to meet public health and/or safety? If so, briefly describe why the position is needed.

Once reviewed, the Town Administrator will make a formal recommendation regarding the request to the Board of Selectmen. Vacancy requests will be considered only when it is clear to the Board of Selectmen that:

- The Town Administration and Department Head have examined current work and staffing to identify and then implement changes that improve service, reduce costs and reduce the number of staff required to get the department's work done;
- Alternatives to getting the work done have been seriously explored including redesigning work, reassigning current staff, exploring inter-municipal arrangements, using additional technology or rethinking how work is performed, streamlining and any other staff-suggested means;
- Lower priority work has been eliminated, deferred, or handled some other way. For example, with approval, can some of the department's current duties be discontinued?;
- There is no reasonable alternative to hiring.

Additionally, any staffing proposed must be supported within the Level Funded Budget for FY2013.

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Department: _____ Date of Vacancy: _____
Vacant Position: _____ Grade Classification: _____
Minimum Rate: _____ Maximum Rate: _____
Incumbent: _____ Reports to: _____

Job Description: _____ Attached _____ Not attached
Has the current Job Description been reviewed for possible changes by the Department? _____ Yes _____ No
If yes (above), has the position formally been re-classified by the Personnel Board? _____ Yes _____ No

Weekly Funding:
Account # _____ Hours: _____ \$: _____
Account # _____ Hours: _____ \$: _____
Account # _____ Hours: _____ \$: _____
TOTAL HOURS: _____ \$: _____

Review Questions:

- 1.What is the current Department staffing level – FTE equivalent?
- 2.Could we eliminate the position and either eliminate or reassign any of the needed duties?
- 3.Do we need to keep the position but realign duties and/or job title to meet emerging needs/directions?
- 4.Could we collaborate with other departments to combine forces using a shared position?
- 5.Could we collaborate with other municipalities to combine forces using a shared position?
- 6.Are the duties such that they could be completed by temporary or seasonal staff instead?
- 7.If the position needs to be refilled, why? What number of hours is needed? What is the impact of not filling the position?
- 8.How have the duties been covered since the vacancy occurred? Why can't coverage continue in this manner?
- 9.Is the position required to meet public health and/or safety? If so, briefly describe why.
- 10.Can the position be supported in a level funded budget? If not, what is the proposed funding source?

Requesting Department Head Signature

Date

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To be completed by Assistant Town Administrator (fiscal analysis attached)

_____ Meets fiscal requirements

_____ Does not meet fiscal requirements

Assistant Town Administrator Signature

Date

To be completed by Town Administrator

_____ Recommend Approve

_____ Recommend Disapprove

Town Administrator Signature

Date

Board of Selectmen:

_____ Approve

_____ Disapprove

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date