

Deerfield Personnel Board
Proposed Rules and Regulations Form
Pursuant to Ch. 35 of the Town Bylaws



- 1. Proposers.** The Personnel Board shall prepare proposed personnel rules and regulations. Any member of the Selectboard, the Personnel Board, any appointing authority or any 2 or more employees may suggest rules and regulations for consideration by the Personnel Board. The Personnel Board need not consider any proposal already considered by the Board in the preceding 6 months. **Please provide the name(s) of Selectboard/Personnel Board/Appointing Authority member, or at least two (2) employees proposing this rule/regulation:**

a. _____

b. _____

- 2. Proposed language and reason.** Any person suggesting new or amended rules and regulations shall provide the proposed language and reason for the rule or regulation change in writing.

Please provide proposed language and the reason for this rule/regulation below or refer to attachment:

- 3. Proposed meeting date.** Any proposed rules and regulations or amendments to rules and regulations shall be posted in a prominent work location at least 5 business days prior to the public meeting at which such proposals are to be considered. The Personnel Board shall submit a copy of any proposed rules or regulations to the Selectboard.

(see Town website calendar for monthly Personnel Board meeting dates and times)

Proposed meeting date and time: _____

Posting date and time (5 business days prior): _____

For Personnel Board use only:

Date of vote to recommend/not recommend: _____

Date of transmittal to Selectboard: _____

Date 45 days after transmittal: _____

Town Clerk Signature: _____

Date: _____