TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 101 LAST REVISED 8/1/08

SUBJECT: CLASSIFICATION PLAN

PURPOSE: To outline the elements of the Town's classification plan.

STATEMENT OF POLICY:

A classification plan is maintained by the Town, which describes the Town's organizational structure and position descriptions. Each allocated position is assigned a classification title and, when possible, assigned to a class series having similar general responsibilities and educational requirements for the purpose of outlining potential career paths.

Position Descriptions
Position descriptions and job specifications shall be maintained by the Town for all regular positions.

The position descriptions shall list the following:

- Classification Title
- General Purpose
- Essential Duties and Responsibilities
- Desired Minimum Qualifications
- Special Requirements
- Departments
- Fair Labor Standards Act (FLSA) Status
- Bargaining Unit

The position description does not constitute an employment agreement between the Town and employee. The descriptions are maintained and updated by the Town to meet the Town's needs, for compliance with applicable laws and as the requirements of the position change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed and not as a comprehensive listing. The omission of duties does not exclude them from the position if the work is similarly related or is a logical assignment to the position.

Previous revision 7/25/01