



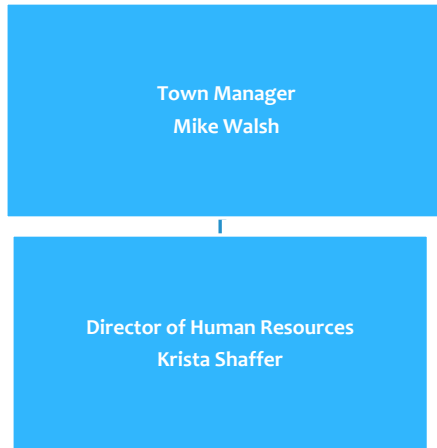
The Town of Granby Human Resources Office

FY 2025-26 Board of Selectmen Budget Presentation



The Town of Granby Human Resources Office Organization Chart and Responsibilities Form 1

Organization Chart



Human Resources provides administration of the Town's employment, labor relations, and employee relations functions. Examples include:

- Recruitment, testing, selection and placement of employees
- Benefits administration
- Development of classification and compensation plans
- Labor negotiations and contract administration
- Grievances, mediation and arbitration
- Maintenance of employee records and files
- New employee orientation and benefits administration
- Supervisory development, employee training
- Provides legal representation at arbitration, CHRO and unemployment compensation hearings
- Maintains Equal Employment Opportunity Plan



The Town of Granby Human Resources Office Noteworthy

Noteworthy – working collaboratively with Town Manager, other Employees, and applicable Unions.

- Settled four collectively bargained labor contracts
- Reorganized Parks and Rec. and Public Works
- Hired five Supervisors in the PW organization
- Finalizing the redraft of the Personnel Rules
- Tightened up onboarding process; increased background checks to Sex Offender Registry for those with direct contact with children and seniors. Implemented pre-employment medical and drug screening for all new hires, per the updated Personnel Rules.
- Delivering a higher level of customer service and engagement



The Town of Granby Human Resources Office Goals and Objectives – Form 2

- Increase training opportunities for managers and supervisors.
- Work with Finance and Town Manager's office to transition certain responsibilities to Human Resources:
 - Maintenance of all Personnel Files.
 - Benefits Administration
- Clean up performance appraisal management; new form created with input from Directors along with streamlining the process to ensure appraisals are conducted on time.
- Strive to develop trust and transparency with staff.



The Town of Granby Human Resources Office FY 2025-26 Capital/Operating Requests Future Initiatives

- This budget request contains no requests for capital items or new operating resources



The Town of Granby
Human Resources Office
FY 2025-26

Questions?