



**Town of Mansfield  
Code of Ordinances**

***An Ordinance Regarding the Administration of the Town Human Resources Program***

Adopted September 26, 2011

**Title**

This chapter shall be known and may be cited as “An Ordinance Regarding the Administration of the Town Human Resources Program” or the “Human Resources Administration Ordinance.”

**Legislative Authority**

This chapter is enacted pursuant to certain provisions of Town Charter section C602.

**Purpose**

The purpose of this chapter is to provide by ordinance for the establishment, regulation and maintenance of human resources policies necessary for the effective administration of the Town’s departments, offices and agencies, as required by Town Charter section C602.

**Administration of Human Resources Program**

Consistent with the responsibility of the Town Manager to the Town Council per section C502 of the Charter of the Town of Mansfield for the supervision, direction and administration of all municipal departments, agencies and offices, the Town Manager is responsible for the establishment and maintenance of the comprehensive human resources program of the Town, in accordance with merit principles per Charter section C601, relevant state and federal requirements, and best practices. Components of the Human Resources Program include but are not limited to: classification and compensation; employee benefits administration; employee training and development; labor relations; policy development and compliance; recruitment and retention of employees; and risk management. Specific rules and regulations governing the human resources program are set forth in the Personnel Rules, collective bargaining agreements, and other personnel policies of the Town, as amended.