

**Memorandum of Agreement**  
**Between the Select Board and the Human Resources Board of the Town of Wellesley**

WHEREAS, Wellesley Town Bylaws, Article 30.4 provides that the Human Resources Board "shall appoint a Human Resources Director and such staff as it deems necessary" and, by extension, supervises the Director and delegates to the Director the supervision of the Human Resources Department staff; and

WHEREAS, Wellesley Town Bylaws, Article 19.31 provides that the "the Town shall have an Executive Director ("Executive Director") of General Government Services who shall be appointed by the Select Board and who shall act for and with the authority of the Select Board;" and

NOW, THEREFORE, the Select Board and the Human Resources Board of the Town of Wellesley hereby agree as follows:

1. The Human Resources Board hereby requests, and the Select Board hereby approves, that the Executive Director be designated as supervisor for the Human Resources Director ("the Employee").
2. The performance objectives for the Employee shall reflect annual policy goals adopted by the Human Resources Board in consultation with the Executive Director. The performance appraisal of the Employee shall be conducted by the Executive Director together with the Chair or a designated member of the Human Resources Board.
3. The Human Resources Board retains its authority to hire and terminate the Employee, but hereby authorizes the Executive Director to act on the Human Resources Board's behalf on all other administrative and disciplinary matters, in consultation with the Chair or a designated member of the Human Resources Board, who shall have the option to be present for and participate in any disciplinary action between the Executive Director and the Employee.
4. This Agreement shall continue in effect until it is terminated by either the Human Resources Board or the Select Board.

**[SIGNATURES ON FOLLOWING PAGE]**

SELECT BOARD

By: Thomas H. Ulfelder  
Tom Ulfelder, Chair

Dated: 6/11/2024

HUMAN RESOURCES BOARD

By: Julie A. Moore  
Julie A. Moore, Chair

Dated: 6/10/24

EXECUTIVE DIRECTOR

By: Meghan C. Jop  
Meghan Jop

Dated: 6/11/2024