

**BOARD/COMMITTEE: Personnel Board**

**DATE: January 5, 2016**

**TIME 7:00 AM**

**PLACE: Boxborough Town Hall, Town Administrator's Office**

**TOPICS EXPECTED TO BE DISCUSSED (REVISED Agenda):**

1. Public participation.
2. Approve November 24 PB meeting minutes.
3. Proposed annual salary increases for FY17:
  - Information (Selina)
  - Discuss and vote PB recommendation
4. Review and discuss the draft Discrimination and Harassment Prevention Policy.
5. Results of PB December 7 meeting with BOS
  - Chief Ryder's tracking types of hours worked by LT position.
  - Change in salary step for LT O'Brien.
6. Information about Town Counsel's 12/14 seminar on hiring practices (Pat); Search Team for Building Inspector (Pat).
7. Topics for future discussion:
  - Youth Services position (to be discussed at our next meeting)
    - change in job description wording to include "*salaried (exempt) professional position,*" and adjustment of compensation reflect an increase to 35hrs/per
  - Employee Handbook
  - 30-minute meal-break language for inclusion in the Personnel Administration Plan
  - Verbiage for employee performance review
8. Date of next Personnel Board meeting
9. Adjournment