

BOARD/COMMITTEE: Personnel Board

DATE: January 7, 2015

TIME: 7:00 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (AGENDA):

1. Public participation.
2. Approve of minutes from 12/3/14 meeting.
3. Personnel Board's Outreach Plan for non-union employees
 - BOS response to PB's Outreach Plan (Susan).
 - Review topics to be discussed during Outreach meetings
 - Develop procedures to be followed by Outreach Teams: (*i.e.* initial contact, conducting of interview (group and individual), note taking, Team's method of reporting to PB members, PB method of reporting to BOS).
 - Start and end dates for Outreach Teams to set and complete meeting with employees.
 - Additional suggestions / concerns as we move forward with Outreach Plan.
4. Review and discuss job description provided by Chief Ryder for new position of Police Lieutenant; prepare feedback to give to Chief.
5. Agenda items deferred to January 7 meeting
 - Discuss and determine changes that will need to be made to the Personnel Plan due to the replacement of Schedules A and B by the Compensation and Classification Plan.
 - MA Paid Sick Leave Law
 - Vacation Policy. (Selina)
6. Date of next Personnel Board meeting
7. Adjournment