

BOARD/COMMITTEE: Personnel Board

DATE: November 24, 2015

TIME 7:00 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (REVISED Agenda):

1. Public participation.
2. Approve October 7 PB meeting minutes.
3. Report action taken by BOS during their meeting of November 2 regarding PB's revised Department Assistant Job Description.
4. Chief Ryder's report
 - data gathered over the last three months regarding the LT's actual patrol hours vs. LT's actual administrative hours
 - discuss how data provided impacts question of OT being paid to LT
 - draft PB recommendation to BOS regarding LT position and OT
5. Town Counsel's seminar on hiring practices to be held 12/14, (at 10 AM?)
 - Any PB member interested in attending?
6. Search Team being formed to interview candidates for Building Inspector; time-frame: week of December 7 and/or December 14.
 - Any PB member available?
7. Topics for future discussion:
 - Discrimination and Harassment policy
 - 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

