

**BOARD/COMMITTEE: Personnel Board**

**DATE: February 20, 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 2/17/15 meeting.
3. In preparation for the Public Hearing to be held March 16 (possibly March 23), continue discussing changes or revisions that may need to be made to Personnel Plan due to:
  - the replacement of Schedules A and B by the Compensation and Classification Plan
  - prior discussions concerning Town's vacation policy
  - the impact of new MA Paid Sick Leave Law on Town's current sick leave policy.
4. Review and discuss updated job description to be provided by Chief Ryder for new position of Police Lieutenant; prepare feedback to give to Chief.
5. Outreach teams to report feedback from meetings held with various non-union personnel groups.
6. Date of next Personnel Board meeting.
7. Adjournment