

BOARD/COMMITTEE: Personnel Board

DATE: February 23, 2016

TIME 7:00 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (Agenda):

1. Public participation.
2. Approve February 5, 2016 PB meeting minutes.
3. Review the revised Job Description for the position of Youth Services Librarian (YSL) provided by Maureen.
—Discuss and vote if revised Job Description validates change in existing Grade placement of YSL position on the Compensation and Classification Plan.
4. Discuss Job Description for Treasurer / Tax Collector position: JD to be provided by Selina.
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5. Discuss and vote changes and / or additions to the Compensation and Classifications Plan:
—Depending on vote on Item #3 above, adjust (or leave as is) YSL Grade
— Treasurer / Tax Collector position
—Update of relevant salaries to reflect change in Minimum Wage to \$10/per hour
6. Prepare for March 7 Hearing regarding PB's changes to Personnel Plan.
—PB members planning to be in attendance?
7. Topics for future discussion:
—Verbiage for employee performance review
—Employee Handbook discussion
8. Date of next Personnel Board meeting
9. Adjournment