

BOARD/COMMITTEE: Personnel Board

DATE: February 3, 2016

TIME 7:00 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (Agenda):

1. Public participation.
2. Approve January 5, 2016 PB meeting minutes.
3. Discussion about/ rational for changes to Job Description for position of Youth Services Librarian (Maureen: 7–7:15 AM.)
FYI: original requested change from Maureen included job description wording to read “salaried (exempt) professional position,” and adjustment of compensation to reflect an increase to 35hrs/per
4. Review and discuss Town Counsel's revised draft Discrimination and Harassment Prevention Policy.
5. Employee Handbook discussion
6. Topics for future discussion:
 - Job Description for Assistant Summer Playground Director (PB is waiting to receive a final JD for this position.)
 - DPW Department Assistant's concerns about physical work-space conditions
 - 30-minute meal-break language for inclusion in the Personnel Administration Plan
 - Verbiage for employee performance review
7. Date of next Personnel Board meeting
8. Adjournment