

BOARD/COMMITTEE: Personnel Board

DATE: June 16, 2016

TIME 7:00 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (Agenda):

1. Public participation.
2. Approve June 8, 2016 PB meeting minutes.
3. Continue discussion regarding holiday pay for (exempt and non-exempt) employees.
4. Report on electronic time-keeping apps. (Selina)
5. Employee Handbook discussion
6. Topic(s) for future discussion
—verbiage for employee performance review
7. Date of next Personnel Board meeting
8. Adjournment