

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 (REVISED Agenda):

1. Public participation.
2. Approve June 8, 2016 PB meeting minutes.
3. New BOS Liaison to PB for 2016–2017 (Susan?)
4. Continue discussion regarding holiday pay for (exempt and non-exempt) employees.
5. Report on electronic time-keeping apps. (Selina)
6. Employee Handbook discussion
7. Topic(s) for future discussion
 - verbiage for employee performance review
 - Job Description for Treasurer / Collector (Selina)
 - Job Description for Fire LT and Fire Captain (From Randy?)
8. Date of next Personnel Board meeting
9. Adjournment