

**BOARD/COMMITTEE: Personnel Board**

**DATE: June 8, 2016**

**TIME 7:00 AM**

**PLACE: Boxborough Town Hall, Town Administrator's Office**

**TOPICS EXPECTED TO BE DISCUSSED (Agenda):**

1. Public participation.
2. Approve April 7, 2016 PB meeting minutes.
3. Discussion and clarification regarding holiday pay for (exempt and non-exempt) employees (Selina)
4. Employee Handbook discussion (Selina)
5. Topic(s) for future discussion  
—verbiage for employee performance review
6. Date of next Personnel Board meeting
7. Adjournment