

**BOARD/COMMITTEE: Personnel Board**

**DATE: July 8, 2016**

**TIME 7:30 AM**

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

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

1. Public participation.
2. Approve June 16, 2016 PB meeting minutes.
3. New schedule of hours for exempt employees  
—update by Selina
4. Discuss new language to be added to PB to clarify time-reporting requirements for 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