

BOARD/COMMITTEE: Personnel Board

DATE: August 26, 2016

TIME 7:30 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (REVISED.1 Agenda):

1. Public participation.
2. Approve July 26, 2016 PB meeting minutes.
3. Discussion/ explanation of DRAFT Job Description provided to PB by Chief Ryder. (Chief Ryder)
4. Discuss Town Council's opinion of PB's suggested edit in **Article VII, Section 6** of Personnel Administration Plan (Selina)
5. Update on trial time-keeping system (beginning 7.28.16) —Selina
6. Continue review of Employee Handbook
7. Date of next Personnel Board meeting
8. Adjournment