

BOARD/COMMITTEE: Personnel Board

DATE: August 28, 2015

TIME: 7:00 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (AGENDA):

1. Public participation.
2. Approve minutes of Personnel Board's August 5 meeting.
3. Prepare for team meetings with Department Assistants (DAs):
 - opening script for meetings: purpose (Why)
 - discuss completed PQA form with DA
 - closing scripts for meetings: thanks
 - timetable for meetings
4. Future discussions:
 - Discuss type of hours worked by Police LT: administrative vs. patrol
 - Employee Handbook
5. Identify agenda items / discussions from this meeting that a majority of PB members feel should be communicated directly to any non-union employee(s).
6. Date of next Personnel Board meeting
7. Adjournment