

BOARD/COMMITTEE: Personnel Board

DATE: August 5, 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 July 23 meeting.
3. Police LT position
 - A.) Discuss Chief Ryder's request to change FLSA status for LT position from exempt to non-exempt status.
 - Chief's rationale for requested change.
 - Potential effect of requested change on current Job Description for LT.
 - Potential effect of requested change on placement of LT position on current Salary Schedule.
 - B.) Discuss letter from Jeffery Landgren (President, MCOP Local 200) to Chief Ryder re. the change in status of LT position.
 - C.) Review / comment on DRAFT letter from Chief Ryder to Lt O'Brien.
4. Discuss Selectman Gorman's email dated July 26, 2015 regarding
 - a.) Department Assistant support of Cemetery Commission.
 - b.) PQA form sent to all department assistants
 - c.) Assign 2-member PB teams to meet with a Department Assistant; teams will contact their designated DA(s) to schedule a mutually convenient time to meet.
5. Future discussions:
 - Employee Handbook
6. Identify agenda items / discussions from this meeting that a majority of PB members feel should be communicated directly to any non-union employee(s).
7. Date of next Personnel Board meeting
8. Adjournment

