



**MEETING POSTING
IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§ 18-25**

Personnel Board	8/17/2018
Board/Committee Name	Date of Notice
Town of West Boylston Offices	#120
Meeting Place	Conference Rm. No.
August 28, 2018/6:00PM	<i>Larry L. Chism</i>
Date/Time of Meeting	Clerk of Board or Bd. Member Signature
Meeting canceled/Postponed to: _____	
Date of cancelation/Postponement _____	

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please note the hours of the Town Clerk’s Office to ensure that your posting has satisfied this requirement.

List of the topics that the chair reasonably anticipates will be discussed at the meeting below and submit to the Town Clerk. Use additional sheets if required.

Agenda

6:00 PM Call to Order

- I. Approval of Previous Minutes Reports
 - a. Review/Approve 8/2/18 Meeting Minutes Report
- II. Revisit Personnel Bylaws – Sick/Vacation Leave Benefits
 - a. Review/Discuss # of Required work hrs. by both FT & PT employees Needed to Accrue Sick Leave Time eligibility.
 - b. Review/Discuss the Implications of the Holy Cross Grant on this policy.
 - c. If possible, formalize a Updated Recommendation Pertaining to this Policy
- III. Wage Classification Study

- a. Review/Discuss Process & Data Collection
- b. Review/Discuss Job Grade Re-alignments
- c. Review/Discuss Job Wage Re-alignments

IV. Job Descriptions & Grade Assignments

- a. Review/Recommend Approval & grade Assignment of the Facility Manager Job Description

V. Misc. Business & Adjournment

- a. Schedule September Meeting Date – Performance Evaluation Forms Discussion
- b. Adjourn