



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

Personnel Board	9/4/2018
Board/Committee Name	Date of Notice
Town of West Boylston Offices	#120
Meeting Place	Conference Rm. No.
September 11, 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 8/28/18 Meeting Minutes Report
- II. Wage Classification Study Review/Discussion – Random 10 Positions
 - a. Feedback Board Member Vanessa K.
 - b. Feedback Board Member Francesca H.
 - c. Group Review/Discussion on Grade/Step Alignment Process
 - d. Board Recommendation
- III. Job Descriptions & Grade Assignments
 - a. Discuss process to start the review & approval of revised job descriptions

IV. Performance Evaluation Forms Review/Discussion

- a. Review Performance Appraisal Guidelines for Managers
- b. Review Performance Appraisal Guidelines for Hourly
- c. Review Performance Evaluation Forms for Exempt/Non-Exempt

V. Misc. Business & Adjournment