



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

Personnel Board	9/13/2018
Board/Committee Name	Date of Notice
Town of West Boylston Offices	#120
Meeting Place	Conference Rm. No.
September 27, 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 9/11/18 Meeting Minutes Report

- II. Wage Classification Report – Review/Discussion re Job Grade Alignments
 - a. Feedback Board Member Vanessa K.
 - b. Feedback Board Member Francesca H.
 - c. Group Review/Discussion on Report Results & Job Grade Alignment Process
 - d. Board Recommendation

- III. Wage Classification Changes

- a. Review/Discuss Justifications of Proposed Changes to Job Grades & Steps in addition to Dollar Amount Differences
- b. Review/Discuss New Job Grade & Step assignments.

IV. Job Descriptions & Grade Assignments

- a. Review/Discuss Job Description Revisions/Adjustment process

V. Performance Evaluation Forms Review/Discussion

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

VI. Misc. Business & Adjournment