



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

Personnel Board	11/19/2018	
Board/Committee Name	Date of Notice	
Town of West Boylston Offices	#120	
Meeting Place	Conference Rm. No.	
	November 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 11/8/18 Meeting Minutes Report

II. New Performance Evaluation Form & User Guide

- a. Review & Discuss Format**
- b. Vote on New Form & Guide**

III. COLA FY20

- a. Review & Discuss**
- b. Vote to Confirm**

IV. Wage Study Report – Pay Equity

- a. Review & Discuss DOR Rep Verbal Guidance
- b. Discuss Comp Process - Pay Equity of School Employees vs. Non-School Employees
- c. Review & Discuss Next Steps

V. Personnel Bylaws - Review

- a. Grievance Procedures - Review & Discuss
- b. Professional Conduct in the Workplace – Discuss “Inclusion of Clause”

VI. Misc.

- a. Next Meeting Tentative Date
- b. Potential Agenda Topics
- c. Adjourn Meeting