



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

Personnel Board	3/5/2018
Board/Committee Name	Date of Notice
Town of West Boylston Offices	#120
Meeting Place	Conference Rm. No.
March 21, 2018/6:00PM	<i>Larry L. Chism</i>
Date/Time of Meeting	Clerk of Board or Bd. Member Signature
Meeting canceled/Postponed to:	<u>4/10/18</u>
Date of cancelation/Postponement	<u>3/20/18</u>

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 Minutes Reports & New Business
 - a. Review/Approve 2/20/18 Meeting Minutes Report

- II. Review/Discuss the Following Definitions for Stipends
 - a. Supplemental Compensation Stipend?
 - b. General Stipend?
 - c. Stipends?

- III. Review/Discuss the Equity Grading System of Revised Job Descriptions
 - a. Does the process taken to align the positions into a new grade schedule make sense?

- b. When looking to see which positions need pay adjustments based on the comps, what % basis should we use to identify those positions that do need adjustments versus those that we can leave as is for now?
- c. Establish a “Clear” Consensus for Items A & B.

IV. Review/Discuss the Revised Job Descriptions

- a. Create/Execute a process to start the review & approval of revised job description

V. Misc. Business & Adjournment

- a. Briefly Review/Discuss Agenda Objectives for April Meeting!
- b. Adjourn