



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

<b>Personnel Board</b>	<b>2/2/2018</b>
Board/Committee Name	Date of Notice
<b>Town of West Boylston Offices</b>	<b>#127</b>
Meeting Place	Conference Rm. No.
<b>February 12, 2018/6:00PM</b>	<i>Larry L. Chism</i>
Date/Time of Meeting	Clerk of Board or Bd. Member Signature
Meeting canceled/Postponed to:	<u>2/20/2018</u>
Date of cancelation/Postponement	<u>2/12/2018</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 1/25/18 Meeting Minutes Report
  
- II. Continued Discussion – Stipends/Supplemental Comp. Amendment – Personnel Bylaws
  - a. Define/Differentiate Stipend vs. Supplemental Compensation?
  - b. Qualifications for receiving “Stipends”
    - Standard Reasons – Ex.: Temp Tasks, Special Recognition, Short Term Projects etc.
    - Fund Allocation Dollar Amount (Minimum/Maximum)?
    - Term Length? (Minimum/Maximum)
    - Reference/Outline Additional Requirements (If Applicable)

c. Qualifications for receiving “Supplemental Compensation”

- Standard Reasons – Added Tasks with TBD timeline, Long Term Projects, etc.
- When does the rule take effect? (Ex. After 45 or 60 days etc.)
- Term Length? (Minimum/Maximum) NOTE: Reference budget limitations if applicable.
- Fund Allocation Percent (%) Rate (Minimum/Maximum)
- Reference Dept. Heads & Regular Employees
- Outline Retroactive clause
- Reference/Outline Additional Requirements (If Applicable)

d. Designate parameters for “Exempt” vs. “Non-exempt” application/s

e. Provide Detailed Examples for all above references

III. Brief Discussion – Sick Leave Bank “Draft Policy”

a. Review Draft Policy & Offer Any Comments or Recommendations

b. An anonymous Town employee would like to donate 5 vacation days to a DPW employee. **Vote on Approval of Donation.**

IV. Misc. Business & Adjournment

a. Adjourn