



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

Personnel Board	6/25/2018	
Board/Committee Name	Date of Notice	
Town of West Boylston Offices	#120	
Meeting Place	Conference Rm. No.	
	July 17, 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 6/19/18 Meeting Minutes Report

II. Review/Update

- a. Discussion about Authorization to Establish Guidelines Outside Personnel Bylaws
- b. Update on Job Description Revisions?

III. Performance Evaluation Forms Review/Discussion

- a. Review Performance Appraisal Guidelines for Managers (2 Documents)
- b. Review Performance Appraisal Guidelines for Hourly (2 Documents)

- c. Non-Exempt Performance Review
- d. Lincoln Employee Performance Review
- e. Hubbardston Performance/Evaluation (Non-Exempt) Form
- f. Hubbardston Performance/Evaluation (Exempt) Form
- g. W. Boylston Exempt Employee Evaluation (Excel) Form

IV. Misc. Business & Adjournment

- a. August Meeting – Wage Classification Study
- b. Adjourn