



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

<b>Personnel Board</b>	<b>6/25/2018</b>								
Board/Committee Name	Date of Notice								
<b>Town of West Boylston Offices</b>	<b>#120</b>								
Meeting Place	Conference Rm. No.								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;"><b>July 17, 2018/6:00PM</b></td> <td style="width: 40%; text-align: center;"><i>Larry L. Chism</i></td> </tr> <tr> <td style="text-align: center;">Date/Time of Meeting</td> <td style="text-align: center;">Clerk of Board or Bd. Member Signature</td> </tr> <tr> <td colspan="2" style="text-align: center;">Meeting canceled/Postponed to: <b>8/2/18</b></td> </tr> <tr> <td colspan="2" style="text-align: center;">Date of cancelation/Postponement <b>7/17/18</b></td> </tr> </table>	<b>July 17, 2018/6:00PM</b>	<i>Larry L. Chism</i>	Date/Time of Meeting	Clerk of Board or Bd. Member Signature	Meeting canceled/Postponed to: <b>8/2/18</b>		Date of cancelation/Postponement <b>7/17/18</b>	
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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. Bylaws Review - Vacation Time

- a. Calculating vacation time for Part-Time Employees

#### V. Misc. Business & Adjournment

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