



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

Personnel Board	10/9/2018
Board/Committee Name	Date of Notice
Town of West Boylston Offices	#210
Meeting Place	Conference Rm. No.
October 23, 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 (**6:00PM – 6:05PM**)
 - a. Review/Approve 9/27/18 Meeting Minutes Report

- II. General Overview - Job Description Updates (**6:05PM – 6:15PM**)
 - a. Revision & Adjustment Process
 - b. Brief Review “Objective Standardized Grading Tool”

- III. Wage Classification Report Process – Q&A (**6:15PM – 7:00PM**)
 - a. Discussion & Review about Grade Assignment Process
 - b. Discussion & Review about Step Assignment Process
 - c. Present 2 Jobs & How Grade/Step Assignment Outcomes were calculated

d. Open Q&A Session with Town Employees

IV. Misc. Business & Adjournment (**7:00PM – 7:15PM**)

- a. Next Meeting Agenda Items – Performance Evaluation Forms, Personnel Bylaws, etc.
- b. Tentative Next Meeting Date