

Committee: Personnel Board Meeting
Date & Time: Tuesday, December 11, 2012 at 6:00 pm
Location: Municipal Offices

AGENDA

- 1. Review of Minutes:** Minutes of October 30, 2012
- 2. Old Business:**
 - A. Public Disclosure*
Update from John Paciorek Sr. on the guidance from the Ma. State Ethics Commission regarding the Rule of Necessity
 - B. Performance Evaluation System*
 1. Update on the use of Performance Evaluation forms approved at the July 10, 2012 Meeting
 2. Review content of submitted forms for discussion
 3. Update on offer by Jay Wallace to conduct a "refresher" class for all supervisors on the Performance Evaluation Process using the approved forms.
 - C. Resume Workshop Update*
Update on request for the Personnel Board to meet with members of the police dept. to review, critique and discuss resumes for future upward mobility positions.
 - D. Town Policy Manual*
Mary Stokarski to address the Town policy on entitlement and benefits for full and part time employees
 - E. Police Chief Requests*
 1. Update on police chief submission regarding a cost / benefit proposal for consideration to the Personnel and Finance Boards on the graduated pay scale for part-time police officers.
 2. Update on Re-classification of the administrative position.
 - F. Personnel Board Membership*
Update on the request to the Town Administrator to post the vacancy on the Personnel Board and also to announce at Select Board Meetings that the Personnel Board is seeking a volunteer to fill the 5th position
 - G. Remote Participation Policy*
Update on the October 22, 2012 memo sent to the Select Board to consider approval and adoption of "Remote Participation Policy" for the Personnel Board
- 3. New Business:**
 - A. Town Policy Manual*
 1. Consider changing Chapter III, section 16, *Introductory Hiring Period* to *Probationary Period* in order to be consistent with Personnel By-Laws, Article II, Personnel Policies, article 35-19, Probationary Period
 2. Chapter IV Review
- 4. Next Meeting**
- 5. Adjournment**