

PERSONNEL BOARD MINUTES

August 24, 2009

Senior Center, Walker Room
6:10 p.m.

Present: Wayne Heward, Chairman;
Jean M. Riley
Robert L. Molla, III
Alexander Salmela
Anita Stiles
Jeannie Horne, Ex Officio

A meeting of the Duxbury Personnel Board was held on Monday, August 24, 2009, at 6:00 p.m.

After some initial discussion it was decided that the Human Resources Officer is to take and maintain meeting minutes of the Personnel Board.

Discussion then shifted to the progress being made in the process of drafting job descriptions, performance review training, performance review tools and the hiring process. The General Release Form and the Employment Application currently were presented for review. The handouts are attached.

The remainder of the meeting centered around recruiting and staffing issues, including a discussion regarding paid time off for Personnel Plan EEs working less than 20 hours per week.

The meeting adjourned at 7:05 p.m.

Jeannie Horne
Human Resources Officer