

**PERSONNEL BOARD
AGENDA**

Wednesday, January 3, 2018

5:15 p.m.

Select Board's Room, Town House

- 1. Call to Order**
- 2. Classification Actions**
 - a) Assistant Town Clerk – move from AC-5 to MP-3 grade
 - b) Facilities Division – add new positions to Plan; remove eliminated positions:
 - o Add Licensed Electrician/Skilled Carpenter to TCL-5 grade
 - o Add Custodial Maintenance Supervisor to TCL-4 grade
 - o Add Master Craftsperson to TCL-4 grade
 - o Remove Facilities Maintenance Supervisor from MP-3 grade
- 3. Miscellaneous Compensation Schedules**
 - a) Amendments to Schedule #7-1, General
 - o Add Geriatric Health Nurse
 - o Add Public Health Nurse
 - o Change title of Volunteer Coordinator
 - o Change range for Van Driver
 - b) Amendments to Schedule #7-3, Human Services
 - o Change range for Van Driver
 - o Change range for Outreach Coordinator
- 4. Vacation Leave Policy**
 - a) Amend the policy to address vacation schedule for SF-1 exempt positions
- 5. Town Meeting Warrant Articles**
 - a) Ratification of Classification Actions
 - b) Classification & Compensation Plan
- 6. Temporary Additional Duties Pay**
 - a) Mark Howell, CIO – approval of additional pay exceeding 10% of base
- 7. Approval of Minutes**
 - a) September 6, 2017
- 8. Personnel Board Handbook Updates**
- 9. Future Meeting Schedule**
- 10. Adjournment**