

P E R S O N N E L B O A R D
A G E N D A

Wednesday, May 15, 2019

5:15 p.m.

Select Board's Room, Town House

- 1. Call to Order**
- 2. Salary Increase Plans for FY20**
 - a) Plan for MP, EM, TT & TM Employees
 - b) Plan for AC, TCL, EL & SF-hourly Employees
 - c) Plan for HS Employees
 - d) Plan for SF-Managerial Employees
- 3. Vacation Leave Policy**
 - a) Accrual schedules: assign MS positions, move TT positions, clarify language
 - b) Add option of pay-out of 1 week accrual for employees with 20+ years of service
- 4. Classification Actions**
 - a) Add "Assistant to the Town Clerk" to Grade AC-4
- 5. Miscellaneous Compensation Schedules**
 - a) Amendments to Schedule #7-1, General
 - o Increase pay ranges for Custodian, Maintenance Custodian, Laborer, and Skilled Laborer
 - o Increase rate for Police Lieutenant/Captain Shift Coverage & Town Details
 - b) Amendments to Schedule #7-2, Recreation
 - o Increase pay ranges for Swim & Fitness-Managerial positions
 - o Increase pay range for Head Lifeguard
 - o Add Recreation Park Ranger title and pay range
 - c) Amendments to Schedule #7-3, Human Services
 - o Increase pay range for Assistant Childcare Manager
- 6. Election of Personnel Board Officers**
 - a) Chair
 - b) Vice Chair
 - c) Recording Clerk
- 7. Project Consideration – Role & Responsibilities**
 - Introductory conversation regarding Personnel Board project being considered: review the roles and responsibility of the Personnel Board, HR Director, Town Manager and Town Meeting regarding matters addressed by the Personnel Bylaw/Class & Comp Plan.
- 8. Approval of Minutes**
 - March 13, 2019
 - April 1, 2019
- 9. Future Meeting Schedule**
- 10. Adjournment**