

**PERSONNEL BOARD**  
**AGENDA - AMENDED**

**Wednesday, May 30, 2018**

**5:15 p.m.**

Select Board's Room, Town House

- 1. Call to Order**
- 2. Increases Within the Salary Ranges Policy**
  - a) Amend to clarify restraints due to funding, and provide Town Manager more discretion to set salaries within approved ranges
- 3. Salary Increase Plans for FY19**
  - a) Plan for MP, EM, TT & TM Employees
  - b) Plan for AC, TCL, EL & SF Employees
  - c) Plan for HS Employees
  - d) Plan for SF Managerial Employees
- 4. Vacation Leave Policy**
  - a) Update to include new TT & TM Grades
- 5. Classification Actions**
  - a) Assign redesigned Recreation position to Administrative Assistant classification at Grade AC-4
- 6. Miscellaneous Compensation Schedules**
  - a) Amendments to Schedule #7-1, General
    - o IT Project Manager – add to schedule (\$30-\$75)
    - o IT Program Manager – add to schedule (\$50-\$100)
    - o Project Archivist – move to General category (from Library)
    - o Social Services Coordinator – increase maximum to \$35
    - o Call Firefighter – increase rate to \$14
    - o Librarian – change salary range to \$21-\$28
    - o Library Assistant – change salary range to \$19-\$27
    - o Reference Librarian – change salary range to \$21-\$32
    - o School Crossing Guards – increase rate to \$22.25
    - o Lieutenant/Captain Shift Coverage & Town Details – increase rate to \$75
  - b) Amendments to Schedule #7-2, Recreation
    - o Amend Summer Program salary ranges
    - o Amend School-Year category & position titles
    - o Amend Program Director salary range
  - c) Amendments to Schedule #7-3, Human Services
    - o Van Driver – change title to Senior Van Driver
- 7. Election of Personnel Board Officers**
  - a) Chair
  - b) Vice Chair
  - c) Recording Clerk
- 8. Approval of Minutes**
  - a) March 12, 2018
- 9. Future Meeting Schedule**

## 10. Adjournment