

**TOWN OF STERLING
PERSONNEL BOARD
November 30, 2009
6:00 PM**

I. PERSONNEL BOARD ADMINISTRATION:

1. Roll call
2. Approval of Personnel Board Meeting(s) Minutes
3. Web Pages Update

II. H.R. ADMINISTRATOR'S REPORT:

1. Personnel By-Law Review Update and Scheduling
2. Issues Discussion
 - A. Employee Roster
 - B. Resignation Inquiry

III. VACANCIES/APPOINTMENTS

1. Assistant to Board of Assessors Update
2. Water Operations Foreman Update
3. Firefighter Update
4. Head Mechanic DPW Job Description

IV. PERSONNEL POLICIES:

1. Harassment/Sexual Harassment Policy Update
2. Compensatory Time Policy Review

V. ANNUAL BUDGET

1. Department Personnel Change Requests
2. COLA vs. Step Raise

VI. ADJOURNMENT