

**TOWN OF STERLING
PERSONNEL BOARD
November 16, 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. Retirement Case Decision
 - C. MEDEX Rates
 - D. College Savings Plan Update

III. VACANCIES/APPOINTMENTS

1. Assistant to Board of Assessors Update
2. Administrative Secretary/Building Department Update

IV. PERSONNEL POLICIES:

1. Drug Free Workplace Policy Update
2. Harassment/Sexual Harassment Policy Update
3. Compensatory Time Policy Review

V. ANNUAL BUDGET

1. Department Personnel Change Requests
2. COLA

VI. ADJOURNMENT