

**TOWN OF STERLING
PERSONNEL BOARD
November 2, 2009
6:00 PM**

I. PERSONNEL BOARD ADMINISTRATION:

1. Roll call
2. Approval of Personnel Board Meeting(s) Minutes
3. Web Pages Update
 - A. Personnel Board (under Boards & Committees)
 - Mission Statement Draft
 - Personnel Board Policies
 - B. Human Resources (under Departments)
 - Mission Statement Draft

II. H.R. ADMINISTRATOR'S REPORT:

1. Checklist for New Employee Orientation Draft
2. Personnel By-Law Review Update and Scheduling
3. Issues Discussion
 - A. Former Town Clerk Inquiry
 - B. Job Postings
 - C. Employee Roster

III. VACANCIES/APPOINTMENTS

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

IV. PERSONNEL POLICIES:

1. Drug Free Workplace Policy Update
2. Internal Job Posting Policy Update
3. Harassment/Sexual Harassment Policy Update
4. Compensatory Time Policy Update

V. ANNUAL BUDGET

1. Department Personnel Change Requests
2. COLA

VI. ADJOURNMENT