

**TOWN OF STERLING
PERSONNEL BOARD
OCTOBER 19, 2009
6:00 PM**

I. PERSONNEL BOARD ADMINISTRATION:

1. Roll call
 2. Approval of Personnel Board Meeting(s) Minutes
 3. Web Pages
 - A. Personnel Board (under Boards & Committees)
 - Mission Statement
 - Meeting Calendar
 - Meeting Agenda
 - Approved Minutes
 - Members
 - Staff & Contact Info (Tel #'s & Emails)
 - H. R. Administrator
 - Sexual Harassment Officers
 - ADA Coordinator
 - Personnel By-Law
 - Personnel Policies
 - Job Descriptions
- Linked to
- B. Human Resources (under Departments)
 - Staff & Contact Info
 - Personnel By-Law
 - Personnel Policies
 - Job Descriptions
4. Personnel Board Records/Keeper of the Records Appointment---**VOTE**

II. H.R. ADMINISTRATOR'S REPORT:

1. Personnel By-Law Review
2. Issues Discussion
 - A. FLSA Inquiry
 - B. Vacation Inquiry
 - C. Job Postings
 - D. Employee Roster

III. VACANCIES/APPOINTMENTS

1. Water Operations Foreman
2. Assistant to Board of Assessors
3. Administrative Secretary/Building Department

IV. PERSONNEL POLICIES:

1. Drug Free Workplace Policy Draft
2. Harassment/Sexual Harassment Policy Draft
3. Internal Job Posting Policy Draft
4. Compensatory Time Policy Draft
 - A. Report on Current
 - B. Recommendations
 - C. Disposition or **VOTE**

V. ADJOURNMENT