

TOWN OF STERLING
PERSONNEL BOARD
September 12, 2011
6:00 PM
Butterick Municipal Building
REVISED

1. PERSONNEL BOARD ADMINISTRATION

- a. Roll call
- b. Minute Approval

2. PUBLIC HEARING

MGL Chapter 41, section 108A

Discussion/vote to adopt the following policies:

- ADA Policy
- Drug-Free Workplace Policy
- Employment Policy
- Harassment Policy
- Workplace Conduct And Bullying Policy
- Job Posting Policy
- Personnel Board Procedural Policy.

3. PERSONNEL BOARD ACTIONS/ POLICIES

- a. Approval of Vacation Carryover: Asst. Treasurer; Asst. Collector; Facilities Maintenance Technician
- b. Update on Health Insurance Law Changes, Strategy, and Timeline
- c. Update on Town Accountant & Town Treasurer Search
- d. Update on CBA Negotiations/Status
- e. Discussion on the Time & Attendance Policy including Approval/Ratification of New Design for Timesheets and Policy Amendments

4. ADJOURNMENT