

**TOWN OF STERLING**  
**PERSONNEL BOARD**  
**October 17, 2011**  
**6:00 PM**  
**Butterick Municipal Building**  
**REVISED**

**1. PERSONNEL BOARD ADMINISTRATION**

- a. Roll call
- b. Minute Approval

**2. EXECUTIVE SESSION**

MGL 30A, s.21a, 1, 5

**3. PERSONNEL BOARD ACTIONS/ POLICIES**

- a. Discussion/Approval of Vacation Carryover: Recreation Director
- b. Discussion/Approval of Step Increase and Stipend: Asst. Town Clerk
- c. Discussion/Approval of Hiring Rate for Town Accountant and Town Treasurer/Collector;  
Personnel By-Law Section 6B
- d. Discussion/Approval of DPW Job Descriptions
- e. Discussion/Approval of Senior Center Outreach Worker Job Description
- f. Update on Health Insurance Law Changes, IAC, PEC, and Health Benefits Consultant
- g. Update on Town Accountant & Town Treasurer Search
- h. Update on CBA Negotiations/Status
- i. Discussion on the Time & Attendance Policy including Approval/Ratification of Policy  
or Policy Amendments
- j. Discussion on Employment Application
- k. **Discuss time policy records, time sheet approval, processing procedure**

**4. ADJOURNMENT**