

PERSONNEL BOARD, TOWN OF STERLING

PROPOSED MEETING AGENDA

JANUARY 30, 2012, 6PM, ROOM 205, BUTTERICK BUILDING

Roll Call

1. [6:00 PM] Executive Session
 - a. To conduct strategy sessions pursuant to G. L. ch 30A s 21a (2) and (3)
2. [7:00 PM] Personnel Board Administration
 - a. Minutes Approval
 - b. Candidates for Personnel Board; letter to appointing authority
 - c. Rescind approval of purchase of "MMPA Fiscal 2011 Web-based compensation system end-of-year report CD"
3. [7:15 PM] Old Business
 - a. Review of outstanding Action Items and ongoing projects
 - b. Discussion of roles and responsibilities of Personnel Board and HR Administrator; and hours of the HR Administrator; HR Administrators review.
4. [8:00 PM] Personnel Board Actions/Policies
 - a. Discussion and actions related to re-drafted "Workplace Conduct and Bullying Policy"
 - b. Discussion and actions related to re-drafted "Time and Attendance Policy", compensatory time off for non-exempt employees, and a "Town of Sterling Compensatory Time Off for Exempt Employees Program"
 - c. Finding a common "electronic time accounting system"
5. Updates
 - a. Updates from Board members
 - b. Communications
 - c. HR Administrators Update
 - Status of complaints under rescinded "Workplace Conduct and Bullying Policy"
6. Public session
7. Planning for future meetings

Adjourn