

MEETING DATE: 06/01/2015

TIME: 6:00 PM

If Applicable please fill in Executive Session START TIME: _____ END TIME: _____
state approx time:

Re-open to Public? If yes ☐

SUBJECT of Executive Session: _____

Personnel Board

NAME of BOARD/COMMITTEE

1 Park Street

207

LOCATION

ROOM

Name: Jed Lindholm, Chairman

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

RECEIVED
TOWN CLERK OFFICE USE
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MAY 27 2015
TOWN OF STERLING
TOWN CLERK

AGENDA

- 6:00 Roll Call
 - Query those who wish to record meeting
 - Pledge of Allegiance
 - Approval of the Minutes
- 6:05 Review memo to Dept. Heads outlining the new communication flow, responsibilities, and processes for HR matters.
- 6:15 Plan and time line for the employee handbook to go through a final review.
- 6:25 Library's job evaluation consideration
- 6:35 July 1 salary change audit process
- 6:45 Discuss administrative support: Board of Health, Personnel Board
- 7:00 Temporary Adjournment, reconvene in RM. 205
- 7:05 Meeting with Board of Selectmen to discuss roles and responsibilities, and distribution of duties of the Human Resources Assistant position, which has not been funded for FY16

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