

**Town of Shutesbury
Personnel Board Meeting Agenda
Thursday, February 17, 2011
Preliminary Agenda**

Recurring Business:

- Minutes: January 20, 2011
- Personnel Actions
- Personal Board Tasks

Old Business:

- Job Descriptions: three year review FY 2011
 - Equipment Operator 1/11
 - Collector 2/11
 - Chief of Police 2/11
 - Tree Warden 2/11
 - Library Director 7/11
 - Constable 12/11
- Review Chief of Police Job Description
- Review Library Job Description
- Contract talks with employees on 3 year contracts:
 - Assign PB Board Representative(s)

New Business:

Agenda for Future Meetings:

- Employee complaints/grievances: procedure review
- Overtime procedures and costs
- Process/role of Personnel Board, Select Board, Finance Committee regarding employee issues
 - Salary/Grievance, etc.
- MPA Web Based Compensation Training
- Employee Dismissal: Policy and Procedure-Spring Worksop

Any and All Other Business:

**FY 2011 Meeting Dates: third Thursday of the month @ 7:15 pm
2/17, 3/17, 4/21, 5/19, 6/16**

