

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

1. Recurring Business:

- Minutes: February 17, 2011
- Personnel Actions
- Personnel Board Task

2. Old Business:

- Job descriptions: three year review FY 2011
 - i. Equipment operator 1/11
 - ii. Collector 2/11
 - iii. Chief of Police 2/11
 - iv. Tree Warden 2/11
 - v. Library Director 7/11
 - vi. Constable 12/11
- Police Chief job description
- Library director job description
- Contract talks with employees on 3 year contracts

3. New Business

- Update on website

4. Agenda for future meetings:

- Employee complaints/grievances: procedure review
- Overtime procedures and costs
- Process/role of Personnel Board, Selectboard, Finance committee regarding employee issues
- MMPA Web Based Compensation Training
- Employee Dismissal: Policy and Procedure-Spring Workshop

Any and all Other Business

**FY 11 Meeting Schedule: Third Thursday of the month @ 7:15pm
February 17, March 17, April 21, May 19 and June 16, 2011**