

Personnel Board, Town of Shutesbury
Preliminary Agenda
September 15, 2011
7:15 pm

1. Recurring Business:

- Approve minutes from 8/18/11
- Personnel Actions
- Personnel Tasks

2. Old Business:

- Consolidate changes in Personnel Policy Handbook for distribution to employees.
- The police union contract will be renegotiated in 2012. Begin a review of financial aspects of other towns' contracts and compare police contract to other union contracts in town.
- Status of update in the Orientation in the PB handbook.
- Status of the replacement of the 2009, 2010, 2011 and 2012 Wage & Salary Plan in the PB Handbook.
- PB will update the master handbook with approved changes and distribute the new pages to all department heads and manage.
- Review the Sick Bank policy to define eligibility to participate and conditions to draw from the Sick Bank. Prolonged life threatening illness.
- Review the work schedule policy and define the work week to be in a configuration resulting in 40 hours worked.
- Feedback from Fin Com on proposed change in longevity bonus
- Update on the Employee Self Evaluation form
- Section B, Compensation, of employee handbook: review proposed changes relating to new employee step increases for employees hired after 3/15.

3. New Business:

- Any other business not anticipated prior to this meeting