

**TOWN OF BOXBOROUGH  
NOTICE OF PUBLIC MEETING**



Board	Personnel Board
Meeting Date	Tuesday April 20, 2021
Time	8:00 AM
Place	Virtual Meeting via Zoom

**SUBJECTS TO BE DISCUSSED (AGENDA):**

1. Public Participation
2. Vote minutes of the prior meetings: March 11, 2021 and March 15, 2021 (Public Hearing)
3. Re-vote Personnel Plan each of three motions:
  - a. Motion 1: Administrative motion
    - i. Change Board of Selectmen to Select Board throughout document
    - ii. Change plan language to make it gender neutral
    - iii. Change the deadline to submit the pay plan to February 1<sup>st</sup>
    - iv. Private detail rates
    - v. Holidays: Juneteenth and Indigenous Peoples Day
  - b. Motion 2: Remove positions and Add Temp. Town Clerk
  - c. Motion 3: Classification and Compensation schedule
4. Review PowerPoint for Article 4
5. Discussion: Hiring policy and posting of open positions
6. Discussion draft: Open Door Policy
7. Discussion draft: Progressive Corrective Action Process
8. Preliminary discussion merit-based salary program
9. Review revised Job Description with possible vote to approve:
  - a. Temporary Town Clerk
  - b. DPW Skilled Worker
  - c. Youth Librarian
  - d. Sr. Library Assistant
  - e. Library Assistant
10. Town Administrator update/report
11. Date for next meeting: Tuesday May 18, 2021
12. Any other business?
13. Adjourn

## Join Zoom Meeting

<https://us02web.zoom.us/j/84163963461?pwd=SEpmYTJrNUtza0FrMHcxL3B0U3hWZz09>

**Meeting ID:** 841 6396 3461

**Passcode:** 875168

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