

ROCHESTER PERSONNEL BOARD
MEETING AGENDA
February 28, 2024 6:00 PM
LOCATION: TOWN HALL
1 CONSTITUTION WAY, ROCHESTER MA 02770

RECEIVED

FEB 20 2024 2:32pm

EA

ROCHESTER TOWN CLERK

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF MINUTES

- January 24, 2024 February 7, 2024 (Vote)

D. OLD BUSINESS

- Follow-Up on Two Compensation Proposals after 2/20 Meeting with Board of Selectmen
 - FY25 Classification and Compensation Plan for **All Current Employees**
 - FY25 Classification and Compensation Plan for **New Hires**
- Discussion - Talking Points on Proposals (Hand out)
- Review COA Revised Job Descriptions (Potential Vote)
 - Custodian – 15 hours
 - Breakfast Program Food Safety Manager/Chef – 20 hours
 - Outreach Coordinator – 30 hours
 - Administrative Assistant/Transportation – 25 hours
- Discussion/Review of Previously Edited Job Descriptions (previously provided)

E. NEW BUSINESS

- Request for Tuition Reimbursement –(Potential Vote- Handout)
- Discussion - Attorney Draft on Changing Personnel By-Laws to Policy

F. REPORTS TO COMMITTEE

- Town Administrator
 - Update on FY25 Budget
 - Library Employees – Status as By-Law Employees?

G. COMMUNICATIONS

- Public Comment
- Individual Board Member Comments

H. FUTURE TOPICS/DATES

- Reminder: Provide edits on Job Descriptions to Town Manager before February 29th
- Next Meeting Date – March 6th or 13th - 6 PM

I.VOTE TO ADJOURN