

ROCHESTER PERSONNEL BOARD
MEETING AGENDA
September 13, 2023 6:00 PM
LOCATION: TOWN HALL
1 CONSTITUTION WAY, ROCHESTER MA 02770

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ROCHESTER TOWN CLERK

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF MINUTES

- August 30, 2023 (Vote)

D. OLD BUSINESS

- Review Job Descriptions - Administrative Assistants (2) to Police Department (Potential Vote)
- Continue Edits to Personnel By-Laws

E. NEW BUSINESS

- Town of Rochester Hiring Process

F. REPORTS TO COMMITTEE

- Town Administrator- Hiring Process Update

G. COMMUNICATIONS

- Public Comment
- Individual Board Member Comments

H. FUTURE TOPICS

- Hiring New Employees - Updated Hiring Process Implementation Plan
- Employee Evaluation Instrument

I. VOTE TO ADJOURN

Next Meeting Date: September 27 @ 6 PM

PERSONNEL BBOARD WORK CALENDAR

By – Laws Calendar

End of Sept. – Complete Edits & Send to Legal for Review

Oct. – Invite Legal to Meeting to Review By-Law Recommendations to & Discuss Changing By-Laws to Policy Implications

End of Oct. – Make Decision (Potential Vote) on Changing By-Laws to Policy;

Classification & Compensation Plan (C & CP)

Oct. – Mid Nov. - Work on Development of FY25 C & CP

Late Nov. – Early Dec. - Meet with Town Admin. & Fin. Director to Present Proposal; Set up Meeting for Employees to Discuss Proposal; Make Any Edits

Dec. – Attend BoS meeting on 12/18 to Present Plan; Make Any Edits

Jan./Feb. – Attend Fin Com Meeting to Present Plan; Make Any Edits

Jan./Feb. – Vote on Adopting new FY25 C & CP