

**ROCHESTER PERSONNEL BOARD  
MEETING AGENDA  
October 25, 2023 6:00 PM  
LOCATION: TOWN HALL  
1 CONSTITUTION WAY, ROCHESTER MA 02770**

**RECEIVED**

OCT 23 2023

12:14pm  
EPH

ROCHESTER TOWN CLERK

**A. CALL MEETING TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. APPROVAL OF MINUTES**

- October 11, 2023 (Vote)

**D. OLD BUSINESS**

- Continued Discussion -- Changing By-Laws to Policy
- Personnel Board Position (Vote)

**E. NEW BUSINESS**

- Next Steps - Developing FY25 Classification & Compensation Plan (handout)
  - Final Approval - Four Categories and Labels (handout)
  - Discussion - Selection of Like Towns for Wage Comparison (handout)
  - Reference – Step Percentage Increases in Current FY24 C & C P (handout)
  - Worksheet – To Be Completed Comparison Towns (handout)
  - Samples #1 & #2 - New FY25 Classification & Compensation Plans (handouts)

**F. REPORTS TO COMMITTEE**

- Town Administrator - Updates

**G. COMMUNICATIONS**

- Public Comment
- Individual Board Member Comments

**H. FUTURE TOPICS**

**I.VOTE TO ADJOURN**

**NOVEMBER MEETING DATES: Wednesday, November 11th @ 6 PM & Tuesday, November 21st @ 6 PM**

**PERSONNEL BOARD WORK CALENDAR**

**By – Laws Calendar**

By End of Oct. –1. Meeting with Legal to Review By-Law Edits; 2. Decision 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; Vote on Adopting new FY25 C & CP