

ROCHESTER PERSONNEL BOARD
MEETING AGENDA
August 30, 2023 6:00 PM
LOCATION: TOWN HALL
1 CONSTITUTION WAY, ROCHESTER MA 02770

RECEIVED
8:55 AM
AUG 28 2023
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ROCHESTER TOWN CLERK

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF MINUTES

- August 16, 2023 (Vote)

D. OLD BUSINESS

1. Review Remaining Job Descriptions - 1. Administration Assistant to Payroll, 2. Administrative Assistants (2) to Police Department (Potential Vote)
2. Continue Discussion - Edits to Personnel By-Laws

E. NEW BUSINESS

1. Discussion of Pros & Cons of Changing By-Laws to Policy – Next Steps?
2. Review Suggested Personnel Board Work Schedule Timelines
 - By – Laws
 - 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

F. REPORTS TO COMMITTEE

- Town Administrator – Update on Remaining Job Descriptions; Any Follow-Up on Changing By-Laws Change to Policy

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 Dates: September 13 & September 27 @ 6 PM