

# TOWN OF WEBSTER

Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectmen Appointments

Anne Marie Peperato

Kathryn Ward

Finance Committee Appointments

Carole Marchand

Sarah Sansom

Town Moderator Appointments

Robert Miller

Elaine Davies

Town Administrator

Doug Willardson

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2017 MAY 18 A 11: 14

TOWN CLERK'S OFFICE

## PERSONNEL ADVISORY BOARD

May 24, 2017

### AGENDA

IRENE MARTEL CONFERENCE ROOM

TOWN HALL

350 MAIN STREET, WEBSTER, MA

1. MEETING CALLED TO ORDER AT 1:30 P.M.
2. NEW BUSINESS
  1. Approval of Minutes of meeting held May 10, 2017.
  2. Review, discuss and mark-up sections 4 and 5 of Town of Douglas document; and other documents to use as guide for developing a Personnel Policies and Procedures Manual for Webster.
  3. As relevant, review and discuss the following: New Employee Welcome/Hire Packet; Employee Performance Evaluation Criteria; Employee Position Descriptions and an Employee Classification Plan
3. ADJOURNMENT