

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

PERSONNEL ADVISORY BOARD MEETING
Thursday, August 17, 2017 – 10:00 AM

IRENE MARTEL CONFERENCE ROOM
TOWN HALL
350 MAIN STREET, WEBSTER, MA

TOWN CLERK'S OFFICE

2017 AUG 10 P 1:00

RECEIVED

AGENDA

1. MEETING CALLED TO ORDER AT 10:00 A.M.
2. NEW BUSINESS
 1. Approval of Minutes of meeting held August 3, 2017.
 2. Review, discuss and mark-up Town of Douglas document; and other documents to use as guides for developing a Personnel Policies and Procedures Manual for Webster.
 3. As relevant, compose, review and discuss Town of Webster Policies covering HIPAA; Index of Proposed Policies and Procedures; New Employee Probationary Period; Performance Evaluations, including Employee Performance Evaluation Criteria; Various Town of Webster Collective Bargaining Agreements; New Employee Welcome/Hire Packet; Employee Position Descriptions; and an Employee Classification Plan.
3. ADJOURNMENT