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2/12/2020, 2:23:46 pm

HALIFAX TOWN CLERK

Town of Halifax

Meeting Notice

Wage and Personnel Board

Friday, February 21 2020

12:30pm

Selectmen's Meeting Room

Agenda

1. Review all mail and correspondence
2. Appointments with department heads on proposed changes in the Wage and Personnel By-Law including:

12:30pm Normal business

12:45pm Charlie Seelig

Regrade Selectmen's Assistant from Grade 7 to Grade 8 if W & P is considering re-grading other Grade 7 positions

Change the minimum number of days for the posting of an open position from five (5) business days to ten (10) calendar days (count begins after distribution to department heads, posting on the Town's web site, Town Hall, advertisement in local paper)

Update holiday pay section to reduce discrepancies in holiday pay

Update gender pronouns in five parts of the Wage and Personnel By-Law

Study whether changes are needed in pay rates in connection with the increases in the MA minimum wage scheduled for the next few years

Disband the Wage and Personnel Board and redistribute its duties to the Finance Committee, Board of Selectmen, and Treasurer-Collector's office

1:15pm Sandra Nolan

Regrade Assistant Town Accountant from Grade 7 to Grade 8 if W & P is considering re-grading other Grade 7 positions

1:30pm Steve Hayward

Regrade Recycling Coordinator from Grade 7 to Grade 8

1:45pm Jason Viveiros

Regrade Fire Department Administrative Assistant (currently Grade 6, no specific grade requested)

2:00pm Joao Chaves

Regrade Police Department Administrative Assistant (currently Grade 6, no specific grade requested)

Review Animal Control Officer job description and add additional hours

Establish new job (Police Lieutenant/Deputy Chief) and grade the position

2:15pm Scott Materna

Establish new job title/description for a new position for the Municipal and School Building Committee and grade the position - said position to have more duties and responsibilities than the current Custodian/Maintenance Worker (Grade 4) position

3. Possible discussion and decisions on proposed amendments Wage and Personnel By-Law amendments and discussion and decisions on the Wage and Personnel Board's own amendments including but not limited to:

Add a disciplinary policy and procedure in the Wage and Personnel By-Law for complaints about employees covered under the Wage and Personnel By-Law