

**Personnel Board  
Town Of Shutesbury  
Agenda  
2/23/12  
Shutesbury Town Hall  
7:15 PM**

1. Recurring Business
  - Minutes from 1/19/2012

2. Personnel Tasks
  - Personnel Actions

3. Old Business

1. Review Current Police Union Contract
2. Updated Employee Handbook-Kathy to incorporate changes
3. Employee Evaluation Process-George to prepare draft instructions
4. Designate responsibilities in maintaining and distributing employee information and other personnel board tasks
5. Develop specifications for a personnel data base to track employee records and reports-for our March Meeting-Ralph

4. New Business

- Any and all unanticipated topics



DATE POSTED: This box for Town Clerk's use.
<i>RW 12</i>
TIME: <i>12:30</i> AM <input checked="" type="radio"/> PM
Circle one

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25