

**WEST TISBURY PERSONNEL BOARD**

**AGENDA**

**November 15, 2018**

**Town Hall/Second Floor**

**5:00 PM**

- Minutes
- Performance Reviews:
  - 5:15 PM/ Bea Phear/CPC request for step increase after probationary period for Heidi Dietterich
  - Maureen Hall (Library)
  - Amy Hoff (Library)
  - Omar Johnson (BOH)
- New Business
  - 5: 25 PM Board of Library Trustees/ Clarification on Grievance policy
  - 5:40PM Shellfish Agent/ New Job Description
  - Draft RFP/ FY2020 Classification & Compensation Plan
  - FY2020 Wage adjustment/September Employment Cost Index

Time will be reserved for any topics that the chair did not reasonably anticipate.

- Old Business
  - Library Job Descriptions/Revisions to Circulation Assistant and IT/Reference Librarian
  - Revisions to Sexual Harassment Policy: Review of other town policies for use as a model.
- Calendar
  - December 10- next regularly scheduled meeting
- Administrative
  - Job Certification Forms;
  - Finance Committee Administrative Assistant

Noted for the record:

Completion of Probationary period/ Heidi Dietterich-  
Vacation carry-over letters Omar Johnson (BOH and: Jeffrey  
Fisher (Building)

Please note that the Board may act on items in a different order than they appear on this agenda.