



## TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building  
100 Maple Avenue  
Shrewsbury, Massachusetts 01545-5338

RECEIVED  
TOWN CLERK'S OFFICE  
2021 MAR 24 PM 3:34  
SHREWSBURY, MASS

March 24, 2021

To: Personnel Board

From: Kristina Anderson, Assistant to Town Manager – Human Resources Coordinator

Re: Next Meeting

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Shrewsbury Personnel Board will be conducted via remote participation to the greatest extent possible.*

*Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town's website, at [www.shrewsburyma.gov/coronavirus](http://www.shrewsburyma.gov/coronavirus).*

*No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. To participate in the meeting, (US) +1 470-485-9137 and enter in the following PIN: 854 805 625#*

*In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.*

The next meeting of the Personnel Board will be **Monday, March 29, 2021 at 8:30 AM** at which time the Board will consider the following agenda:

### **AGENDA**

1. 8:30 AM Call to Order
2. Review and act to accept meeting minutes – February 26, 2021
3. Review and act to accept Fund Transfer from Mary E. Thompson, Town Accountant
4. Discuss FY 2021 Work Plan
  - a. Discuss suggested changes to Personnel Bylaw
  - b. Consider compensation adjustments for FY 22, including Cost of Living Adjustment
  - c. Discuss Classification Change - Requested Title Change
  - d. Discuss any matters related to the Work Plan
5. Discuss FY 2022 Work Plan
  - a. Discuss Paid Family Medical Leave
  - b. Discuss any matters related to the Work Plan
6. Town Manager's Report (As Necessary)

Agenda  
Personnel Board  
March 29, 2021  
Page 2 of 2

- a. Union Updates
- b. Employee Goal Setting
- c. Performance Appraisal System

7. Adjourn

Referenced Materials

FY 2021 Classification and Compensation Schedule

Introductory Period Data

FY 22 COLA Data

FY 2022 Draft Amended Personnel Bylaw