

Office of Town Clerk

Laura L. Schwall
Town Clerk
148R Peck Street
Rehoboth, MA 02769



POSTING NOTICE

COMMITTEE:	Personnel Board
DATE:	February 12, 2020
TIME:	7:00 PM
LOCATION:	Senior Center, 55 Bay State Road
AGENDA:	See Below

1. Approve Meeting Minutes 1/22/2020.
2. Public Hearing – New policies workplace bullying, office decorations, pregnant workers, volunteers, and updated vacation policy.
3. Act on input from public hearing.
4. New Business.
5. Job Description – Administrative Aide to Town Clerk.
6. Job Description – Temporary Part time Videographer.
7. Review Policy 3 (Employee Records).
8. Review Policy 4 (Discipline).
9. Review Policy 5 (Standards of Conduct).

POSTED:

Date	Time
February 9, 2020	8:00pm
<i>Laura L. Schwall ~ Rehoboth Town Clerk</i>	



Phone ~ 508-252-6502 X-110 / Fax ~ 508-252-5342

E-Mail Address: LSchwall@town.rehoboth.ma.us

Office of Town Clerk

Laura L. Schwall
Town Clerk
148R Peck Street
Rehoboth, MA 02769



POSTING NOTICE

COMMITTEE:	Personnel Board
DATE:	February 12, 2020
TIME:	7:00 PM
LOCATION:	Senior Center, 55 Bay State Road
AGENDA:	See Below

1. Approve Meeting Minutes 1/12/2020.
2. Public Hearing – New policies workplace bullying, office decorations, pregnant workers, volunteers, and updated vacation policy.
3. Act on input from public hearing.
4. New Business.
5. Job Description – Administrative Aide to the Town Clerk.
6. Job Description – Temporary Part time Videographer.
7. Review Policy 3 (Employee Records).
8. Review Policy 4 (Discipline).
9. Review Policy 5 (Standards of Conduct).

POSTED:

Date	Time
February 9, 2020	8:00pm
<i>Laura L. Schwall ~ Rehoboth Town Clerk</i>	



Phone ~ 508-252-6502 X-110 / Fax ~ 508-252-5342

E-Mail Address: LSchwall@town.rehoboth.ma.us