



**Personnel Board**  
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TOWN OF NORWELL  
TOWN CLERK  
2016 DEC 14 AM 8:29

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## MEETING AGENDA

FRIDAY, DECEMBER 16, 2016

**Start Time:** 8:30a.m.  
**Location:** Town Hall, 345 Main St., Norwell – Room 3

1. Open
2. Old Business
  - Continue review of SEIU 888 current job descriptions and employee/department intake forms SEIU 888 positions (Grade 8 & below); recommend any changes to job descriptions.
3. New Business
  - Review 1,000 Hours/Step Progression requirement for part-time employees
4. Confirm next meeting & time
5. Adjourn

