

**MEETING NOTICE**  
**TOWN OF WAYLAND**

*(As required by MGL Chapter 30A, sections 18-25)*

*Please email all meeting notices to [townclerk@wayland.ma.us](mailto:townclerk@wayland.ma.us)*

**Town Clerk Date Stamp**

**Board/Committee Name:** Personnel Board  
**Day/Date:** Monday, May 6, 2024  
**Time of Meeting:** 4:00pm  
**Location:** virtual via Zoom

One may watch or may participate remotely with the meeting link that can be found at <https://www.wayland.ma.us/public-body-meeting-information-virtual-inperson-and-hybrid>

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

**AGENDA**

- 4:00 pm 1. Call to Order
- 4:01 pm 2. Announcement and Public Comment
- 4:10 pm 3. Discussion and possible vote on vacation carryover for Fire Personnel.
- 4:30 pm 4. Discussion of Article 12 Revise Town Code Chapter 43: Personnel in the 2024 Annual Town Meeting Warrant.
- 5:00 pm 5. Discussion of Article 6 Update Personnel Bylaws and Wage & Classification Plan, including Appendix B, in the 2024 Annual Town Meeting Warrant.
- 5:15 pm 6. Discussion and possible vote to approve revisions of the following Non-Union Personnel Policies:
- N4-01.2 Personal Leave
  - N4-02.1 Holidays
  - N4-5.01 Bereavement Leave
  - N4-8.01 Leave of Absence
- 4:45 pm 7. Discussion and approval of meeting minutes: March 13, 2023, March 22, 2024 and  
5:45 pm April 2, 2024 if available.
- 5:00 pm 8. Personnel Board member reports and concerns.  
6:00 pm
- 5:05 pm 9. Topics not reasonably anticipated 48 hours in advance, if any.  
6:05 pm
- 5:10 pm 10. Next meeting date  
6:10 pm
- 5:15 pm 11. Adjourn  
6:15 pm