

Village Of Brooklyn

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Personnel Committee Minutes November 15th 2012

The Personnel Committee meeting was called to order at 6:33 pm. Committee members in attendance were Dean Van Den Eng, Nadine Walsten and Todd Klahn. Also in attendance was Public Works Director Mark Langer.

Motion: Van Den Eng/Klahn to approve minutes of 10/23/2012. Motion carried unanimously.

Motion: (6:34 pm) Van Den Eng/Klahn to convene to closed session pursuant to Wis Stats 19.85 (1)(c) to accept personnel evaluations of Leif Spilde and Curt Golz from Mark Langer Director, Public Works Department and stay in closed session pursuant to Wis Stats 19.85 (1)(c) to draft annual performance review for Police Chief James "Harry" Barger. Motion carried unanimously.

Director Langer left at 7:10 pm.

Motion: (8:30 pm) Van Den Eng/Klahn to reconvene to open session. Motion carried unanimously.

Section 2.14 of the employment manual – "Compensation Time" was reviewed as there needs to be clarification regarding $\frac{3}{4}$ time employees. The consensus was that $\frac{3}{4}$ time employees should be able to accumulate a bank of comp hours based on one hour of comp time for every one hour worked over their normal schedule with a maximum not to exceed 30 hours. A draft of the revision will be forwarded for Board review.

A policy regarding snow days was discussed. The committee felt that a policy should be in place to promote the safety of the Village's employees. A draft will be forwarded for Board review.

Chapter 7 of the Village Employment manual was discussed. President Walsten has changes that she would like to recommend and will forward for discussion next month.

There was a brief discussion regarding creating a policy for social media usage and electronic devices. More information is being gathered.

The orientation handbook for committee members is near completion and a final draft should be reviewed at the next meeting.

Time sheets and overtime were not reviewed as the log was not in the meeting area.

Motion: Van Den Eng/Klahn to adjourn at 8:54 pm. Motion carried unanimously.