

Village of Brooklyn

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Personnel Committee Agenda Community Building Conference Room August 7, 2013

Following Finance Committee meeting (approximately 7:00 pm)

Call meeting to order

Approve committee minutes of 6/20/2013

Selection of chairperson

Establish future items for discussion

- Revisions of chapter 7 Employment Manual re: Biohazard risk protocol
- Develop safety program for occupational hazards for employees
- Policy regarding social media usage and electronic devices
- Procedure for use of the authorization of release of and request form related to hiring employees to structure use
- Department scheduling of staff
- Assistant Public Works Director job description update
- Laborer job description (follow up)

Employee Evaluations due September 30th

Begin discussion of 2014 wage and fringe benefits—See Affordable Care Act and Employer flyer

Mission Statement and goals for 2014 budget

Review time sheets and discuss overtime

Adjourn

Posted: August 6, 2013

Note: If you need an interpreter or require other accommodations, please contact the Village Clerk's office at (608) 455-4201 at least 24 hours in advance.