

Village of Brooklyn

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Personnel Committee Agenda

Village Hall

October 2, 2013

7:00 PM

Call meeting to order

Approve committee minutes of 9/4/2013

Update: Employee Evaluations due September 30

Mission Statement and goals for 2014 budget--complete

Discuss revision of Public Works Director job description--continue

Discuss staffing needs for 2014-2015--continue

Discuss and create proposed 2014 wage and fringe benefits package--complete

Discuss staff scheduling in departments: Police Department; Public Works

Discuss joint meeting with Safety Co re: confidentiality issues and oversight responsibilities

Initiate discussion on policy regarding social media usage and electronic devices

Set timeline for following goals:

- Revisions of Chapter 7 Employment Manual re: Biohazardous Risk Protocol
- Develop safety program for occupational hazards for employees—assessment phase
- Procedure for use of the authorization of release of/request form related to hiring employees
- Assistant Public Works Director job description update
- Laborer job description (follow up) departments

Review time sheets and discuss overtime

Adjourn

Posted: October 1, 2013

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