

Village of Brooklyn

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Personnel Committee Agenda Village Hall January 12, 2014 (SUNDAY)

3:00 PM

COMMUNITY BUILDING, 102 N RUTLAND

Call meeting to order

Approve committee minutes of 10/2/13; 11/21/2013; 12/4/2013

Discuss request to allow sick time to be used for extended family member

Discuss justification process for staffing requests in 2014-2015

Discuss staff scheduling in departments: Police Department; Clerks Office

Update: Joint meeting date with Safety Co re: confidentiality issues and oversight of the Police Department

Convene to closed session Pursuant to Wis Stats 19.85 (1)(c) performance evaluation of public employee

Reconvene to open session.

Discussion on policy regarding social media usage and electronic devices

Review draft of revised Chapter 7 Employment Manual re: Biohazardous Risk Protocol

Set timeline for following goals:

- 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—12/4 agenda
- Assistant Public Works Director job description update
- Laborer job description

Review time sheets and discuss overtime

Adjourn

Posted: January 8, 2014

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