

# Village of Brooklyn

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## Personnel Committee Agenda

Village Hall

February 5, 2014

6:30 PM

**Village Hall @ 210 Commercial St.**

Call meeting to order

Approve committee minutes of 12/4/13; 1/17/2014; Correct minutes of: 10/2/13; 11/21/13

Update: Discuss justification process for staffing requests in 2014-2015

Discuss staff scheduling in departments: Police Department; Clerks Office

Set joint meeting date with Safety Co re: confidentiality issues and oversight of the Police Department

Discuss trustee misconduct at 1/13/2014 Board meeting

Convene to closed session Pursuant to Wis Stats 19.85 performance evaluation of public employee

Reconvene to open session.

Re-Set timeline for following goals:

- Discussion on policy regarding social media usage and electronic devices
- Review draft of revised 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—12/4 agenda
- Assistant Public Works Director job description update
- Laborer job description

Review time sheets and discuss overtime

Adjourn

Posted: February 4, 2014

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