

Village of Brooklyn

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Personnel Committee Agenda

Village Hall

July 2, 2014

6:30 PM

Village Hall @ 210 Commercial St.

Call meeting to order

Elect a chairperson for the Committee

Approve committee minutes of April 14, 2014; May 13, 2014.

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

Reconvene to open session.

Confirm department head performance evaluation schedule

Development of plan for social media, electronic communications and electronic devices policies

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

Future agenda items:

- 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

Review time sheets and discuss overtime

Adjourn

Posted: July 1, 2014