

Village of Brooklyn

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Personnel Committee Agenda

Village Hall

October 7, 2014

7:00 PM

Village Hall @ 210 Commercial St.

Call meeting to order

Approve committee minutes of September 3, 2014; October 1, 2014

Convene to closed session Pursuant to Wis Stats 19.85 (1)(b) consideration of dismissal, demotion, discipline, or investigation of charges of a public employee.

Reconvene to open session.

Motion, if any, from closed session

Discuss procedure and timeline for municipal attorney interviews and selection

Review procedure for use of the authorization of release of/request form related to hiring employees

Finalize draft of Blood Bourne Exposure Protocol, Chapter 7 of Employment Manual

Discuss occupational health service provider for work-acquired exposure or injuries

Discuss proposed Staff Offsite Approval Form for conference, training, continuing education meetings

Discuss Non-Discrimination policy

Review Police Complaint Policy—add non-police personnel

Discuss electronic communications and electronic devices policies

Review time sheets and discuss overtime

Future agenda items:

- Develop safety program for occupational hazards for employees—assessment phase
- Assistant Public Works Director job description update
- Laborer job description

Adjourn

Posted: October 6, 2014