

**PERSONNEL
COMMITTEE**

Monday, December 2, 2019

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes for the meeting held on November 4, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding a revision to the Organizational Chart for the Communications and Technology Department.
 - b. Discussion and action to make a recommendation to the Village Board regarding the position description and permission to fill the vacancy for the Production Assistant position within the Communications and Technology Department.
 - c. Discussion and action to make a recommendation to the Village Board regarding the position description for the Camera Operator position within the Communications and Technology Department.
 - d. Discussion and action to make a recommendation to the Village Board to create Section 7.01(2) and (3) within the Compensation and Benefits Manual regarding holiday time.
 - e. Discussion and action to make a recommendation to the Village Board to revise Section 9.02 within the Compensation and Benefits Manual for vacation time.
 - f. Discussion and action to make a recommendation to the Village Board to create Section 16.02 within the Compensation and Benefits Manual regarding night differential.
 - g. Discussion and action to make a recommendation to the Village Board to create Section 16.03(4) within the Personnel Policy Manual regarding minimum call-in pay.
 - h. Discussion and presentation regarding a market analysis of the Village wage grid.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, January 6, 2019 at 6:30 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.