

AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE

Date and Time: Tuesday, January 26, 2010 – 5:30 pm

Location: Village Hall – 810 Shorewood Boulevard

1. Call to order
 - a. Note compliance with open meeting law
 - b. Approve previous meeting minutes

2. Continue work on updates to Personnel Manual with possible recommendations including Chapters as follows:
 - 1.00 INTRODUCTION
 - 2.00 HISTORY & GOVERNMENT
 - 3.00 STARTING EMPLOYMENT
 - 4.00 COMPENSATION
 - 5.00 WORK SCHEDULES
 - 6.00 TIME OFF
 - 7.00 EMPLOYMENT BENEFITS
 - 8.00 RULES OF CONDUCT
 - 9.00 EMPLOYEE PERFORMANCE AND DISCIPLINE
 - 10.00 ENDING EMPLOYMENT
 - 11.00 DEPARTMENT HEADS' (CHIEFS') SECTION
 - 12.00 GENERAL DUTIES AND JOB DESCRIPTIONS OF EMPLOYEES

3. Set future meeting dates

4. Adjourn

PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.