

**PERSONNEL COMMITTEE MINUTES
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE PERSONNEL COMMITTEE OF THE VILLAGE OF DEERFIELD HELD AT
THE DEERFIELD VILLAGE HALL, 4 N. MAIN STREET, DEERFIELD, WISCONSIN ON TUESDAY,
FEBRUARY 16, 2010 AT 6:00 P.M.**

CALL TO ORDER – NOTING OF ROLL BY CLERK

The meeting was called to order by President Kiefer at 6:10 PM. Roll call: Schreiber and Kiefer present, Smith absent. Also present: Village Administrator, Patrick Vander Sanden.

CONSENT AGENDA

Motion by Schreiber, second by Kiefer to approve the February 16, 2010 agenda as presented. All ayes, motion carried.

APPROVAL OF MINUTES FROM JANUARY 18, 2010

Motion by Schreiber, second by Kiefer to approve the January 18, 2010 minutes as written. All ayes, motion carried.

PUBLIC APPEARANCES

PUBLIC COMMENTS – NONE

UNFINISHED BUSINESS, REVIEW & ACTION THERE ON

VILLAGE OF DEERFIELD PERSONNEL MANUAL

The committee continued their review of the Personnel Manual. The following are the corrections made:

Pg. 31 - The last sentence in section 17.2 was removed

Pg. 40 – Section 24.2, “no later than 30 minutes after the start time of his/her shift” was removed and replaced with “as soon as possible”

Pg. 50 & 51 – Section 29.2, remove the entire section.

Pg. 52 – Section 30, was moved to page 31 and incorporated with 17.4

Pg. 57 – Section 35, “based on a 40 hour work week” was added in between “All vacation is prorated” and and is calculated from January 1st.

Pg. 61 – Section 37.2, the second and third paragraphs were removed

Pg. 62 – Section 37.3, the first and second paragraphs were removed and the first paragraph from section 37.2 was added.

Pg. 62 – Section 37.4, second sentence, the word “court” was changed to “Court”.

Pg. 63 – Remove section 37.7

Pg. 64 – Section 38, the first paragraph was removed.

Pg. 65 – Section 39 was removed.

Pg. 69 to 79 - The “Application for Employment” and the “Staff Evaluation Form” will be removed from the Personnel manual and kept separately.

Pg. 80 to 84 – All of “Appendix C” was removed.

Pg. 85 – Office work day hours were changed to read “Monday – Friday, 7:00 am to 4:30 pm” only.

Pg. 86 – Public Works work day hours were changed to read “Monday – Friday, 7:30 am to 4:00 pm” only.

The committee also requested that the manual be condensed as much as possible.

NEW BUSINESS

REVIEW & ACTION - NONE

COMMUNICATIONS - NONE

STAFF REPORTS - NONE

ADJOURN

Motion by Schreiber, second by Kiefer to adjourn at 7:13 PM. All ayes, motion carried.

/S/ Elizabeth McCredie
Village Clerk/Treasurer