

## Personnel Committee Report

The committee met on Tuesday, April 9 at 1:00 pm in the Glen Lake Library.

Present:

Meg Walton, chair

Linda Chase

Chris Webb

Items discussed:

- **Uniform(shirt) Policy:** discussion resumed from an October personnel meeting. Policies were looked at from other municipalities and the applicability to Empire. Focus is on the policy for the Department of Public Works (DPW) employees and the use of the village provided shirts and sweatshirts.
- **Personal Protective Equipment (PPE)** and how it should be possibly be included in the Personnel Manual. Several municipalities have good descriptions and conditions under which PPE should be provided and used by the appropriate DPW personnel. Our insurance carrier most likely has information that should be included into a village personnel policy covering PPE.
- **Preliminary updating of job descriptions** has been undertaken to make sure that we have complete job description for each of our job categories. The committee felt that DPW seasonal employee job description, the Beach Ambassador job description, and DPW Technician job description are up to date due to the fact that those jobs have been posted and filled most recently.
- **Personnel committee members may confer with appropriate village employees on the items listed**
- **Proposal and documentation** for the Council's next work session will be provided on the above areas when completed by the committee.

NEXT MEETING: April 22 1:00 p.m.