

Village of Campbellsport

Personnel Committee Meeting

Monday, 2-22-2016 – 6 pm

Village Meeting Room, 177 East Main Street, Campbellsport, WI 53010

The meeting was called to order at 6:00 pm by TR DelPonte. Present: Janet Hafemann, Brandon Serwe, Joanne DelPonte, Dave Krebs, Dave Schellhaass, Mark Gruber, Brandon Thieme, Jen Vodak, Stephanie Grigg Remillard, Craig Olson, Steve Schickert, and Becky Tellier.

The Employee Manual was the topic of discussion. There is a section on page 10 for “Movement in Step” and it was agreed by the Personnel Committee Members that we should have a pay scale classification. It was also agreed that a “Self Evaluation Form” should be created so all employees receive at least one evaluation annually. After the employee completes the Self Evaluation Form, the department head and Personnel Committee would meet to discuss the evaluation with the employee.

Need to research:

- Bill Hess – Where is he at with his CDL?

Department Heads were asked to make copies of all Certifications, Licenses, and Degrees for in personnel files and also indicate what items are necessary for the position so we can be sure the job descriptions get updated.

After changes are made to the manual from this meeting, the Employee Manual will be an agenda item for approval by the board March 14, 2016.

Meeting adjourned at 8:37 pm.

Respectfully submitted,
Becky A Tellier
Clerk-Treasurer
