



# OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:

Date /Time:

Location:

Members:

City Personnel:

## **Personnel Committee of the City of Stoughton**

**Monday, June 3, 2019 @ 6:00 pm**

**Ed Malinowski Boardroom – Stoughton Utilities (600 S 4th St, Stoughton WI 53589)**

Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Sid Boersma, Thomas Majewski and Mayor Timothy Swadley (ex-officio member)

Director Gillingham

- 1 Call to Order
- 2 Approval of the Monday, April 1, 2019 Personnel Committee meeting minutes
- 3 Election of Chair
- 4 Election of Vice Chair
- 5 Set meeting date & times
- 6 Communications/Updates
- 7 Discussion and possible action regarding updated E-Mail & Electronic Communications Policy
- 8 Discussion and possible action regarding changes to Finance Assistant Director position description
- 9 Discussion and possible action regarding Finance Treasurer position description
- 10 Discussion and possible action regarding Parks & Recreation Troll Beach Lifeguard position description
- 11 Future Agenda Items
  - Accrued Sick Leave/Retirement
  - Work rules update and on-call status
  - Email/Electronic vs paper paystubs
  - Timesheet Entry
- 12 Adjournment

\*\* May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

If you are disabled and in need of assistance, please call 873-6677 prior to this meeting.

**NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.**

**NOTE:** For security reasons, the front door of the City Hall Building will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the Fifth Street entrances.