

Personnel Committee Agenda – March 20th 2014

CITY OF PRAIRIE DU CHIEN

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Notice is hereby given according to State Statutes that the **Personnel Committee** of the City of Prairie du Chien will meet on **Thursday March 20th 2014 at 7:30 P.M.** in Conference Room #2 of City Hall

MEETING NOTICE – PERSONNEL COMMITTEE

Date: Thursday March 20th 2014

Time: 7:30 P.M.

Location: Conference Room #2 – City Hall

GENERAL ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call**
- 2. Certification of the open meeting law agenda requirements and approval of the agenda**
- 3. APPROVAL: Minutes of the February 6th 2014 meeting**

ACTION ITEMS

4. DISCUSSION AND ACTION – Ordinance 2014-08 (RECREATING SECTION 22.06 (2) (COMPENSATORY TIME AND OVERTIME – ADMINISTRATIVE POSITIONS) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN)

This proposal would allow for additional compensatory time for administrative employees when there are extenuating and extraordinary conditions.

5. DISCUSSION AND ACTION – Filling Vacancy at City Hall

On March 8th, the Common Council approved filling the vacancy at City Hall (Part-Time Receptionist/Secretary) to be created by the retirement of Sheila Linder. A proposed job description and timetable to fill the vacancy is included in the packet.

6. ADJOURNMENT

Aaron Kramer, City Administrator

PROOF OF POSTING AFFIDAVIT: This agenda was posted more than 24 hours prior to the start of this meeting as follows: City Hall, 214 E. Blackhawk Avenue (kiosk) - Library, 125 S. Wacouta Avenue - U.S. Post Office, 120 S. Beaumont Rd. - Mailed & emailed to Members - News media as requested