

December 6, 2019

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

**SUBJECT: Agenda for the December 10th, 4:30 p.m. meeting in Council Chambers,
Municipal Building**

Review updated 5 Year Personnel Plan

Review the remaining balance of the proposed employee handbook

Review proposed personnel policy code updates for sections

266.01 -3 Nomenclature

266.03-5 Personnel Files

266.06.3 Bereavement Leave

266.06-7 FMLA

266.09-1 Insurance

266.09-5 Deferred Comp

266.09-6 Replacement Pay

266.09-7 Extended Sick Leave

266.10-6 Attendance at Conferences

Respectfully submitted

Kelly L. Chalfant