

# **PERSONNEL COMMITTEE**

## **Agenda for May 10, 2021 Meeting**

### **Action Items:**

1. Assistant Borough Manager Job Description – Ratify

### **Discussion Items:**

1. Discussion of Job Descriptions (held from 2019)
  - a. HR Manager
  - b. IT Manager
2. Salaried Employee Handbook
3. Future and Priority of Workshops (held from August 2020)

### **Old Business Items:**

1. Personnel Committee Members Ideas for Priorities (held from August 2020)
2. Social Media Intern – discussion of job duties (held from January 2021)
3. Revision of Evaluation Documents (held from December 2020)
4. Prioritize Other Job Descriptions to Review (held from January 2021)
5. Future and Priority of Policies/Guidelines (held from August 2020)
6. Retreats for 2021 – Dates and Topics (held from August 2020)
7. Review of ratified documents (as time permits – held from January 2021)

### **Miscellaneous Items:**

**Next Meeting Date: June 14, 2021 (15 minutes following adjournment of regular meeting)**

**THIS IS THE PRELIMINARY AGENDA FOR THE MEETING NOTED ABOVE.  
THIS AGENDA MAY BE REVISED AT ANY TIME.  
(Last Revised: April 29, 2021)**