

Village Of Lawrence

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Personnel Committee

June 20, 2016

Meeting was called to order at 6:00 pm

Present: D Quick, D Faulkner, M Webster
Absent: M Keyser

Mid-year performance reviews have been completed and reviewed by Personnel Committee. No merit increases are tied to the mid-year review. It was decided to expand rating system to 5 classifications (from current 4). New scale: 1 – Poor, 2 – Fair, 3 – Average, 4 – Above Average, 5 – Excellent.

Testing results for water and lagoon were reviewed. It is recommended that a plan be developed and implemented to assist staff in passing tests in the current fiscal year. Goal is to reduce dependence on outside resources and shift responsibility to Village staff.

Discussion of 2017-18 holiday assignment was held. Decision was tabled pending further information.

Following discussion of historic “work order” system, staff is requested to begin developing both administrative and DPW annual/daily project tracking systems to ensure objectives are being met in a timely manner.

Meeting adjourned at 7:00 pm

Submitted by M Webster