



# City of Verona

## PERSONNEL COMMITTEE

Monday, March 16, 2020

6:30 P.M.

VERONA CITY CENTER – 111 LINCOLN STREET  
CONFERENCE ROOM D122

### AGENDA

1. Call to order
2. Roll call
3. Public Comment
4. Approval of minutes from the February 14, 2020 Personnel Committee meeting.
5. Discussion and Possible Action Re: Position Description, Recruitment and compensation for Administrative Intern LTE position.
6. Discussion and Possible Action Re: Position Description, Recruitment and Compensation of Senior Center Administrative Assistant LTE position.
7. Discussion and Possible Action Re: Cell Phone and Smartphone Usage Policy.
8. Discussion and Possible Action Re: Amendments to City Administrative Policy #4, Section 3-18, Regarding effective dates for cost of living salary adjustments.
9. Discussion and Possible Action Re: Updates on the City's COVID-19 relating to City personnel policies.
10. Adjournment

Chairperson (Vacant)

#### POSTED:

Verona City Hall  
Verona Public Library  
Miller's Market  
City Web Page at [www.ci.verona.wi.us](http://www.ci.verona.wi.us)

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETING, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.