

Shepherdstown Personnel Committee Agenda

Wednesday, February 28, 2024

5:00 p.m.

Town Hall

1. Members Present:
2. Call to Order:
3. Approval of October 18, 2023 Draft Minutes and Special Personnel Committee January 24, 2024 minutes.
4. Visitors:
5. Public Comment:
6. Unfinished Business
 - a. Employee Handbook Revisions – Stephanie -UPDATE
Accrued Leave Policy
 - b. Training – Sexual Harassment Prevention Training - UPDATE
Christine Jeffrey

- c. Term Length from 2 to 4 years –UPDATE –
Election timing

- d. Town Administrator Needs -
Munis Financial System for HR/Payroll - status

- e. Job Descriptions - UPDATE

- f. Public Works Director - Job search listing - UPDATE
Moving Forward with Hiring Committee

- g. Name tags/lanyards for town hall staff
Zoning Officer - Blue Shirt with gray lettering
Town Hall Staff - remainder of staff - lanyard

7. New Business:

- a. Pay increase for elected officials

10. Adjournment: