



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

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## PERSONNEL COMMITTEE AGENDA

Tuesday, December 17, 2019

7:00 P.M.

Maple Park Civic Center

302 Willow Street, Maple Park, Illinois

### 1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

2. **PUBLIC COMMENT** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings,”* handout. *Please complete a speaker request form and submit it to the Village Clerk prior to the start of the meeting.*

### 3. APPROVAL OF MEETING MINUTES

- November 19, 2019

### 4. OTHER ITEMS

- a. Update to the Employee Handbook
  - i.) Drug Free Workplace
  - ii.) Job Classification – Immediate Supervisor Reporting
  - iii.) ADA Language
  - iv.) Appendix 1 – Reporting Structure

### 5. ADJOURNMENT

#### Committee Members:

Suzanne Fahnstock, Chair

Trustee JP Dries

Trustee Brandon Harris

Trustee Jen Ward