

**AGENDA**  
**WEDNESDAY FEBRUARY 24, 2016 6:30PM**  
**PERSONNEL & WAGES COMMITTEE OF THE VILLAGE OF LENA BOARD**  
**MUNICIPAL BUILDING BOARD ROOM**  
**117 E MAIN ST, LENA WI. 54139   www.villageoflena.net**

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1. Call to Order/Members Roll Call
2. Approval of Agenda
3. Approval of Committee Minutes of Previous Meeting
4. Employee Handbook:
  - a. Comp time revision
  - b. Add "Time Worked" section
5. Consideration of Smartphone policy
6. Utility Committee Status-referred to Personnel & Wages Committee by village board minutes of 01/18/2016
7. Other Informational Items, if any (no actions to be taken)
8. Set next Meeting Date
9. Adjournment

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*Any person with a disability as defined by the Americans with Disabilities Act and needs a special accommodation while attending this meeting, should contact the Village Clerk at 117 E Main St or phone 920-829-5226 during regular business hours at least 24 hours prior to the meeting so reasonable arrangements can be made.*

*It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Lena who are not members of the above committee, commission or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the committee, commission or board identified in the caption of this notice.*

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C: Committee, Village President, Clerk, Posting, Media, Website

Agenda by: TLH    Date posted: \_\_\_\_\_    Posted by: \_\_\_\_\_