

MEMORANDUM

TO: Members of the Personnel Committee of City Council
(Councilmen Joyce, Lynch, Wilcox, Rockhold)

FROM: Councilman Mike Reynolds, Chairman

DATE: February 18, 2009

SUBJECT: Committee meeting for February 24, 2009

The Personnel Committee of City Council will meet **Tuesday, February 24, 2009, at 6:30 PM**, in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV.

Your attendance will be appreciated.

AGENDA

- I. CALL TO ORDER – Councilman Mike Reynolds, Chairman
- II. ROLL CALL – Noted by the Clerk.
- III. MINUTES – January 27, 2009
- IV. NEW BUSINESS –
 1. Review amendment to employee sick leave policy;
 2. Review amendment to employee vacation leave policy;
 3. Review job description for recycling assistant, part time, terminated at end of grant period February 28, 2010.
- V. ADJOURNMENT