



300 NP Avenue, Suite 206, Fargo, ND 58102  
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*Mary Phillippi, Director*

**Personnel Committee Meeting  
Wednesday November 7, 2018 1:30 pm**

**1<sup>st</sup> Floor Conference Room  
300 NP Ave**

**AGENDA**

- A. Approval of agenda
- B. Approval of minutes from August 1, 2018
- C. Current staffing levels
- D. Inquiries and recognitions
- E. Retention schedule
- F. Radio Systems Coordinator position job description update
- G. Employee policy review
  - a. 300-004 Work Week-Breaks
  - b. 300-005 Uniforms
  - c. 400-001 Safety Policy
  - d. 400-002 Smoking Policy
  - e. 400-003 Controlled Substances
  - f. 500-001 Code of Conduct
  - g. 500-002 Respectful Workplace
  - h. 500-003 Electronic Communications
- H. Other business

Next Scheduled Meeting  
February 6, 2018