

January 13, 2020

Posted:  
Revised:

**NOTICE OF SPECIAL BOARD MEETING:**

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**Purpose: Draft a town employee evaluation form and procedure to be used for annual wage/benefit reviews and benchmark employee performance.**

Town of Baldwin

Time: 9:00 AM

Date: Thursday, January 23, 2020

At: Baldwin Town Hall

2399-90<sup>th</sup> Ave.

Baldwin, WI. 54002

*Agenda may be changed up to 24 hours before meeting by posting.*

Agenda will be:

- 1) Call to order.
- 2) Discuss and draft an evaluation form and procedure to be used for all town employee annual review.
- 3) Draft a timeline that this evaluation form will be implemented and used.
- 4) Review use of closed sessions during employee reviews.
- 5) Review job descriptions.
- 6) Adjournment.

James Harer