



Town of Prescott Valley  
Human Resources Department  
7501 E. Civic Circle  
Prescott Valley, AZ 86314  
Phone: (928) 759-3009

## **AGENDA**

### **ANNUAL PERSONNEL BOARD MEETING TOWN OF PRESCOTT VALLEY, ARIZONA**

**September 7, 2017**

Thursday, September 7, 2017 (3:00 p.m. to 4:00 p.m.)  
Prescott Valley Civic Center, Room 330  
7501 E Civic Circle, Prescott Valley, Arizona

1. Call to Order
2. Roll Call
3. Approval of May 15, 2017 minutes
4. Review of recent membership appointments
  - a. John Gorman, Alternate Citizen appointment pending
  - b. Geni LeQuesne, Non-Exempt appointment from Alternate Non-Exempt
  - c. Alternate Non-Exempt Recruitment in Progress
5. Distribution of final 2017 policy updates
  - a. PP 2-02 Introductory Period
  - b. PP 2-03 Employee Performance Appraisal
  - c. PP 2-08 General Leave
  - d. PP 2-10 Other Short Term Absences
  - e. PP 2-11 Return to Work
  - f. PP 2-13 Workers' Compensation Benefits
  - g. PP 2-21 Disciplinary Action
  - h. PP 2-22 Termination of Employment
  - i. PP 2-32 Management, Inspection and Copying of Personnel Files
6. Update of procedures for transitional work assignments (PP 2-11)
7. Adjournment

Copies of this Agenda are available at the Office of the Town Clerk, 7501 E. Civic Circle.  
Forms to request accommodations pursuant to Section 504/ADA guidelines are available from the ADA Coordinator, Ryan Judy, who can be reached at (928) 759-3104. Requests must be submitted four hours prior to the event for which accommodation is requested.