

# Minutes

## Camden Town Council

### Employee Policy & Procedure Manual Meeting

September 12, 2008

Council members Pete Wagoner, Andy Kelly, Clerk-Treasurer Pat Casserly and HR Unlimited representatives Mitch Ripley and Suzy Bass met in the Camden-Jackson Twp. Public Library Reading Room at 3:00 on September 12<sup>th</sup> to discuss the Employee Manual & Procedure Manual. Member Richard Fite was absent.

Prior to meeting with the council, Ms. Bass and Mr. Ripley discussed job descriptions with town employees to provide a complete picture as to the employees' duties and responsibilities.

Ms. Bass reviewed the changes requested at the last meeting to ensure they met the goals of the council in setting forth the town's expectations for the employees and to describe what the employees can expect from the town. The members felt the manual was set but asked to have the revised document emailed for review. Once all changes are in place and express the desires of the town, the manual will be reviewed with the town employees for their input.

Ms. Bass asked for the town seal or logo for placement on the front of the manual. It will be emailed to her for the final version.

Meeting adjourned at 4:10.

Camden Town Council

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Peter F. Wagoner, President

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Richard Fite, Vice-President

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Andrew Kelly, Member

ATTEST:

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P.A. Casserly  
Clerk-Treasurer