

**Village of North Prairie  
Personnel and Policy Committee Minutes  
April 4, 2016**

Called to order at 6:00 pm.

Members present: Gary Nickerson (until 7:20pm), Joe Moravec, and Amber Pellegrino  
Members Absent: Brian Peters

1. Discussion and/or action as required: Return-to-work policy.

Discussion and review regarding the following: Modified duty policy/program introduction, objective, scope, written program goals, basic elements of the program, and roles and responsibilities of employee and village leadership. Discussion regarding Village current policy, and process. Review of state WKC-12 document of reporting, return to work capabilities form&release for medical providers statement and temporary transitional duty assignment, offer of employment notice (modified duty work agreement), letter for provider explaining temporary transitional assignment availability, and initial report of injury document. List of departmental modified job duties were reviewed and referral to department heads made for further review of appropriate duties department specific, with recommendations requested to the committee by April 13.

Additional discussion with regards to Modified duty action plan for management, flow sheet process for receiving treatment, introduction letter to employees, and guide to employees and management responsibilities.

Trustee Pellegrino made suggestion that future policies/ processes regarding occupational health evaluations (employees fitness for duty), loss prevention plan/safety plan be considered by committee.

President Nickerson suggested that the committee, once a policy/process is completed, they consider further exploration of an ordinance.

2. Motion to Adjourn.

Unanimous approval for adjournment at 8:15 pm on a motion by Amber Pellegrino and 2nd by Joe Moravec.