

LANGLADE COUNTY
800 Clermont Street
Antigo, Wisconsin 54409

www.co.langlade.wi.us

August 25, 2016

AGENDA

COMMITTEE: PERSONNEL COMMITTEE
DATE: Thursday, September 1, 2016
TIME: 9:00 A.M.
PLACE: Courthouse- Room 203

THE COMMITTEE MAY DISCUSS AND TAKE ACTION ON ANY OF THE AGENDA ITEMS LISTED BELOW.

SUBJECTS:

1. Call the meeting to order.
2. Silence Cell phones.
3. Pledge of Allegiance.
4. Approve/amend Minutes of August 4, 2016 Personnel.
5. Approve/amend the Agenda of September 1, 2016 Personnel Committee.
6. Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.
7. Review and decide upon the investigations into County Board Supervisor Complaints.
8. Review Management Team resolution.
9. Discuss new FLSA law for salaried individuals and how to keep department head positions and the Parks Director position salary.
10. Discuss the Handbook Advisory Committee Recommendations:
Courthouse/Resource Center; Maintenance/Forestry; Highway; Sheriff/Dispatch/Jail; Health/Social Services.

- Funeral Leave: Request to include Nieces and Nephews, same as the Aunts and Uncles for two (2) days off for funeral leave
- Funeral Leave: Immediate Family, Other Family Members- Take out the word consecutive days and insert language that if the family has the funeral service planned at a later date, allows the employee to split funeral time off in accordance with the funeral service arrangements or at the department heads discretion.
- Funeral Leave: Immediate Family-Request to extend the funeral days off not to exceed five (5) days, to attend the funeral and to take care of necessary arrangements.
- Holiday Pay: insert language regarding holiday pay and its effect on overtime worked in the same week. Example was given: If Christmas falls on a Monday and the Highway worker works overtime during the rest of the week. The eight (8) hours for Monday is not considered hours worked.
- Request for "call in pay" on days of posted change in work schedule.
- Request holiday pay to be ten (10) hours not eight (8) during summer hours when Highway Department works 4-10 hour days.
- Matrix steps dropped down to five (5) steps rather than ten (10)
- Changes to the Employee Handbook should only be done twice a year.
- Only the most current Employee Handbook should be available on the County shared drive.

11. Review and revise Personnel Policies.
 - COLA Language, Employee Handbook
 - Access to Personnel File policy
 - Enforcement of Rules of County Board, under the Accountability & Complaint Resolution policy.
 - Equal Employment & Complaint Procedure policy
 - Open Records Request- Fee Schedule
12. Discuss having HR Director Develop performance evaluation/review forms for Department Heads and employees.
13. Human Resources Director's Report. *(Explanatory Note: Given the nature of the personnel matters contained within the Director's report, it may be necessary to discuss certain parts of the Director's report in closed session.)*
 - a. At approximately 10:30 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), to consider report from the HR Director which includes employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; or includes financial, medical, social or personnel histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
14. At approximately 10:50 a.m., consider continue into closed session pursuant to Section 19.85 (1)(c)(f), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; or includes financial, medical, social or personnel histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations to complete the one-year probationary review for the Human Resources Director position.
15. At approximately 11:00 a.m., return to open session with possible action taken on any matters discussed in closed session.
16. Review monthly bills for Corporation Counsel, Circuit Court, Clerk of Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.
17. Set date for next meeting.
18. Adjourn the meeting.

Additional items may be discussed, with no action taken during the meeting, for the purpose of preparing future meeting agendas.

Douglas Nonnenmacher, Chairman
Personnel Committee

If there is a quorum of any other governmental body present at the meeting, the existence of the quorum shall not constitute a meeting as no action of such body is contemplated.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Ms. Judy Nagel, Langlade County Clerk, 800 Clermont Street, Antigo, WI 54409. Telephone: (715) 627-6200.

cc:	Committee Robin Stowe Antigo Daily Journal Antigo Public Library RJ Weitz	City of Antigo Clerk Ron Nye Results Broadcasting County Department Heads Brian Braun	Gary D. Olsen Antigo Times Richard Burby Tom Lazars
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