

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 4/03/2014**

**Time: 9:00 a.m.**

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Richard Hurlbert and Arlene Bonacci, Dale Dahms, Gary Johnson, Dave Solin (ex-officio)

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Robin Stowe, Gary Olsen, Kim Van Hoof, Bill Greening and Chet Haatvedt

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher in the Law Library, Room 205, of the Langlade County Courthouse, 800 Clermont St, Antigo, WI 54409.

Pledge of Allegiance.

**Approve/amend minutes of March 6, 2014.**

Motion by Hurlbert, seconded by Bonacci to approve the minutes of March 6, 2014 as printed. All ayes, motion carried.

**Review agreement for classification of non-union positions.**

Previously, the President for the Courthouse and Professional employees bargaining unit identified 13 non-union positions which he requested a review with the Committee regarding whether these positions meet the test for exclusion from representation. Through a collaborative process, there was a review of 13 positions conducted regarding the tests for exclusion from the definition of a municipal employee and an overall determination regarding whether the responsibilities of the positions were more closely aligned with either the employer's interests or with the interests of positions already represented by the bargaining unit. After this review, the parties reached an Agreement in which 6 positions would remain non-union, and the remaining 7 positions would be represented by the bargaining unit effective May 1<sup>st</sup>. Chet Haatvedt explained the rights of union members (pay dues). Robin Stowe explained the distinction between a position being represented and not represented (non-union). A settlement agreement was distributed and reviewed by the committee. Motion by Hurlbert, second by Bonacci to accept the settlement agreement. All ayes, motion carried. A copy of the Agreement is on file in the County Clerk and Corporation Counsel's Office.

**Establish conditions for employee leave sharing.**

Currently, an employee may share leave (donate PTO) with the approval of the Committee but may not share extended leave. Before any requests for leave sharing are submitted under the new PTO system, it is necessary for the Committee to establish the procedure and policy for leave sharing. Robin provided the Committee with some suggestions for leave sharing, including the following: The request for leave sharing is presented to the Committee by the Department Head; the employee accepting the donation must have exhausted all other sick leave; the employee must be on family leave or if within the probationary period has a qualifying condition under FMLA; that leave sharing cannot be used to extend FMLA; the employee donating PTO must be on the same pay scale and must make the request

in writing. Discussion followed. Motion by Hurlbert, seconded by Dahms to approve policy and procedure for administering requests for employee leave sharing. All ayes, motion carried.

**Discuss request from employees to donate PTO to an employee on leave.**

An employee that was hired as an Economic Support worker for the Affordable Care Act in August, has a baby girl born in March that has some serious medical conditions. The Department Head has submitted a request for two workers in Social Services who have asked to donate PTO to this worker. This is a qualified condition under FMLA. Motion by Hurlbert, seconded by Bonacci to approve this request from Social Services. All ayes, motion carried.

**Discuss extended leave of absence for employee.**

This same employee mentioned above is not eligible for family medical leave; therefore an extended leave of absence must be approved by the Department Head and the Personnel Committee. Motion by Johnson to approve extended leave until the Department Head advises the committee not to extend the leave of absence or continue to extend it. Seconded by Dahms. All ayes, motion carried.

**Discuss resources available from Wisconsin Counties Association legal counsel (Phillips Borowski) and Wisconsin County Mutual Insurance Corporation to assist the County in addressing employment, personnel and labor issues.**

Given that the County does not have a position dedicated to Human Resources and that the Wisconsin County Mutual Insurance Corporation no longer covers the costs of outside labor counsel providing HR services, the Committee needs to develop a plan to maximize the limited funding available in the budget for these services. One option would be to enter into a contract for services with a labor firm like Phillips Borowski (WCA legal counsel) and/or contract with a firm like Schenck (County's auditor) to provide HR services. The Committee requested Robin and Gary to submit proposals for these contracted services for the Committee to consider at their next meeting.

**Discuss budgeting for personnel costs (calculation of Cost-Of-Living Adjustments-COLA within the bargaining process with Law Enforcement Association, Total Base Wage bargaining with Unions and adjusting compensation matrices by COLA).**

Robin explained the different process used for establishing cost of living adjustments under collective bargaining, total base wage bargaining, adjusting the compensation matrix and the compensation of county elected officials. In any given year it is possible to have 4 separate cost of living adjustments. In 2014, the County had no plan to provide funding for cost of living adjustments to any group of employees. In preparing the budget, Gary will need to know what the plan is for COLA and the Committee will need to know what the plan is for bargaining purposes. It is recommend that the Executive Committee consider setting the maximum COLA for 2015 in closed session due to bargaining reasons. Given this recommendation, no action was taken by the Committee at this time. The 2015 COLA will be set by the Personnel Committee (within the bargaining process used for some groups of employees) but the COLA limit will be set by the Executive Committee.

**Discuss Employee Handbook.**

The Committee approved including a reference to the leave sharing policy approved earlier in the meeting in the Employee Handbook.

**Review monthly bills for Corporation Counsel, Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.**

No action required.

**Set date for next meeting.**

The next regular meeting date will be May 5, 2014 at 9:00 a.m.

**Adjourn the meeting.**

A motion was made by Johnson, seconded by Hurlbert to adjourn the meeting. All ayes, motion carried, and the meeting was adjourned.

Respectfully submitted:

Gail Dunlop