

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 4/7/2016

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Arlene Bonacci, Dave Solin, Richard Hurlbert, Jim Jansen

MEMBERS ABSENT:

OTHERS PRESENT: Gary Olsen, RJ Weitz, Pete Pennington, Ron Barger, Don Scupien, Ron Nye, Vern Cahak, Robin Stowe, Judge Rhode, Marilyn Baraniak, Duane Haakenson, Sheriff Greening, Sandy Fischer, Becky Rank

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher, Courthouse Room 203.

Pledge of Allegiance.

Approve/amend Minutes of February 29, 2016 Joint Meeting and March 8, 2016 Meeting. Motion by Jansen, second by Hurlbert to approve the Amended Minutes of February 29, 2016 Joint Meeting and March 8, 2016, all ayes, motion carried.

Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas. None

Request to refill Register in Probate/Juvenile Court Clerk position due to June 2016 retirement. RJ Weitz, Human Resource Director, asked that this position be refilled as soon as possible due to a retirement. Motion by Solin, second by Hurlbert to refill the Register in Probate/Juvenile Court Clerk position, all ayes, motion carried.

Request to refill Deputy in Probate/Deputy Juvenile Court Clerk, should this position become vacant. RJ Weitz, Human Resource Director, stated that if the Deputy in Probate/Deputy Juvenile Court Clerk becomes available due to a promotion, this position would need to be refilled as soon as possible. Motion by Hurlbert to refill the Deputy in Probate/Deputy Juvenile Court Clerk if the position becomes vacant, all ayes, motion carried.

Discuss Juvenile Justice Program with Craig Hotchkiss. Crag Hotchkiss was unable to attend the meeting but is available for any questions.

Review and revise Personnel Policies, including the policies which relate to requesting compensation reviews and restructuring positions within a Department.

Handbook Advisory Committee:

- Update on members involved on the Committee. No action taken at this time. See attachment.

Review Proposed Changes to Employee Handbook:

- Paid Time Off (PTO), During an employee's initial probationary employment period of the first twelve (12) months of employment, while a probationary employee is on an

unpaid leave status, including FMLA, the County will deduct from the accrual of PTO for each day the probationary employee is on an unpaid leave status. See Attachment.

- Paid Time Off (PTO), Accrual is adjusted to match the Kronos Time Card system. See attachment.
- Recruitment & Selection of Employees Policy: An employee who is laterally transferred to a different position or promoted to a different position, including a newly created position shall be moved to the next step of the Compensation Matrix that affords him/her a pay increase.

Compensation Plan: An employee who is laterally transferred to a different position or promoted to a different position, including a newly created positions shall be moved to the next step of the Compensation Matrix that affords him/her a pay increase. See attachment.

- Temporary Work Assignments: Temporary assignments for hourly employees shall be governed by the Fair Labor Standards Act (FLSA). An hourly employee who works over forty (40) hours in a work week shall be compensated equal to one and one-half (1 ½) times the hours worked in excess of forty (40) hours in a work week.

Salaried employees may be eligible to receive a one-time payment for temporary work assignments having a minimum duration of six (6) months at a prorated rate not to exceed \$300 per month.

When appointed to serve as an interim Department Head, the Oversight Committee may approve additional compensation at a prorated rate not to exceed \$300 per month, not to exceed the highest rate of compensation for the Department Head position. An interim appointment is defined as an appointment of one (1) year or less. For all other interim appointments, the Oversight Committee may approve additional compensation at the next highest compensation rate established for the vacant position. See attachment.

Motion by Jansen, second by Solin to approve the proposed changes to the Employee Handbook, all ayes, motion carried.

Recruitment & Selection of Employees Policy: RJ Weitz, Human Resource Director, added the wording “An employee who is laterally transferred to a different position or promoted to a different position including a newly created position shall be moved to the next step of the Compensation Matrix that affords him/her a pay increase” to the policy to match the wording in the Employee Handbook. See attached.

Motion by Bonacci, second by Solin to approve the Recruitment & Selection of Employees Policy word changes to match the Employee Handbook, all ayes, motion carried.

Department Re-Organization Plan Process Policy: Robin Stowe, Corporation Counsel and RJ Weitz, Human Resource Director, stated that Department Re-Organization is encouraged and the intent of this policy is to provide a formal process and guidance to Department Heads regarding the process for Department Re-Organizations.

This Policy is to provide a uniform and consistent process for Department Re-Organizations. A department head may decide to re-organize his/her entire department or only a few positions within his/her department due to significant, substantial, or major changes to the position(s) duties pertaining to operational or business needs.

Robin explained that given the actions taken by the Committee last month, to remove the language from the handbook regarding individual compensation reviews, the remaining process for individual compensation reviews is based upon a request to create a new position. The process to create a new position and the process of filling new positions is already well defined; and does not require a department re-organization.

RJ, Human Resource Director, asked that an addendum be added to the Department Re-Organization Plan Process Policy statement. He would like it to state a Department Re-Organization does not include a promotion, a transfer, a demotion, a compensation review request, or a compensation pay increase. See attached.

Motion by Jansen, second by Solin to approve the addendum to the Department Re-Organization Plan Process Policy, all ayes, motion carried.

Motion by Jansen, second by Hurlbert to approve the Department Re-Organization Plan Process Policy, all ayes, motion carried.

Review proposal to create a new Office Manager Position to support both Health and Social Services Department needs in lieu of refilling the vacant Executive Assistant position.

Review proposal to create a new full-time clerical position to support both Health and Social Services Departments contingent upon an additional vacancy created by the filling the new Office Manager position.

As of January 1, 2017 elevate the current 0.8 clerical position in Health to a full FTE serving both Health and Social Services.

Ron Barger, Director of Health and Social Service Departments, stated that with the guidance of RJ Weitz, the Human Resource Director, they have started the process of a Department Re-Organization within the Health Department and Social Service Department. Due to a vacant Executive Assistant position in the Health Department and by cross training the proposed positions creating a more efficient work place, improving communication and quality in customer service. With these proposed changes there will be no fiscal impact on the current budget.

Ron Barger, proposed creating a new Office Manager Position to support both Health and Social Services Departments, creating a new full-time clerical position to support both Health and Social Service Departments, and as of January 1, 2017 elevate the current .08 Clerical position in the Health to full-time serving both Health and Social Service Departments.

In the event that the County Board agrees to create a new Office Manager position, then it is expected that the position would be filled by following the County's hiring policy.

Motion by Bonacci, second by Hurlbert to create a new Office Manager Position, create a new full-time Clerical position and as of January 1, 2017 elevate the current .08 clerical position in the Health Department and Social Service Department to full-time, all ayes, motion carried.

Discuss proposal to create a FTE Courthouse Security position. Sherriff Greening, proposed to create a new full-time Deputy Sheriff position. Sherriff Greening stated that currently court security has been staffed with part-time deputies. None of the current part-time deputies are interested in doing it on a routine or long term basis. Gary Olsen, Finance Director, stated that the proposed fiscal note to create this new position is: FTE Deputy Sheriff is \$73,652, FTE Courthouse Security Deputy at 1820 hours would be \$55,923.

Motion by Solin, second by Hurlbert to create a new FTE Courthouse Security position contingent on the union contract and fiscal note, all ayes, motion carried.

Discuss the Handbook Advisory Committee. No action taken

Review Human Resources Director Report. RJ Weitz, Human Resource Director gave a verbal report regarding the employment history (hires, terminations, promotions) for Langlade County employment positions from 2015-2016.

Discuss resolution regarding the utilization of the Human Resources position. In order for the HR Director to fully perform all responsibilities of this new position, it is important to ensure that the position is properly utilized (i.e., the HR is involved in various personnel matters – hiring, personnel complaints, grievances, personnel records, etc.). It has been proposed that the County Board adopt a Resolution regarding the utilization of the Human Resource Director.

Motion by Jansen, second by Bonacci to forward the proposed Resolution to the April County Board Meeting, all aye, motion carried.

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

Adjourn the Meeting. Motion by Hurlbert, second by Nonnenmacher to adjourn the April 7, 2016 Personnel Committee meeting, all ayes, motion carried.

Set date for next meeting. Thursday, May 5, 2016 at 9:00 a.m.
Room 203, Courthouse

Respectfully Submitted,
Becky Rank, Recording Secretary

2016 HANDBOOK ADVISORY COMMITTEE

County Board Chairperson
One (1) member of the Personnel Committee
Highway = Dan Hoffmeister
Sheriff (Dispatch/Jail) = Dan Bergbower
Social Services/Health = Sheila Rine
Maintenance/forestry = Terry Poltrock
Courthouse/Resource Center = Pam Boreman

B. PAID TIME OFF (PTO)

Langlade County offers a Paid Time Off (PTO) benefit plan which consolidates all paid leave benefits into a single account. The *extended leave bank* is intended for use in situations where the employee is absent from work due to medical necessity lasting three (3) days or more, or Family and Medical Leave (FMLA), or for funeral leave. The PTO plan encourages employees to carefully plan their time away from work and maximize time spent on the job. The County expects that employees empowered to control their time at work and away from work will do so judiciously and responsibly.

For a new employee, the hiring body determines which PTO step will apply at the start of employment. **During an employee's initial probationary employment period of the first twelve (12) months of employment, while a probationary employee is on an unpaid leave status, including FMLA, the County will deduct from the accrual of PTO for each day the probationary employee is on an unpaid leave status.**

B. PAID TIME OFF (PTO)

B-1. Accrual

- a. Each employee earns PTO hours twice a month, based upon years of service, see chart below.
- b. Accrual amounts are added to the employee's PTO bank on the 1st and 15th of each month.

YEARS OF SERVICE	HOURS EARNED TWICE A MONTH BASED ON 35 HOUR WORK WEEK	HOURS EARNED TWICE A MONTH BASED ON 37.5 HOUR WORK WEEK	HOURS EARNED TWICE A MONTH BASED ON 40 HOUR WORK WEEK	HOURS EARNED TWICE A MONTH FOR SHERIFF DEPARTMENT DISPATCH AND CORRECTIONS
0	2.92	3.13	3.33 (was 3.34)	3.34
1	4.38	4.69	5.00	5.33
2 to 6	5.83	6.25	6.67 (was 6.66)	7.33 (was 7.34)
7 to 14	7.28 (was 7.29)	7.82	8.33 (was 8.34)	9.33
15 to 19	8.75	9.38	10.00	11.33
20 +	10.22 (was 10.21)	10.94	11.67 (was 11.66)	13.33 (was 13.34)

Recruitment & Selection of Employees Policy:

B. Internal Recruitment. Upon the decision of the hiring body, the recruitment process may be limited to the pool of existing County employees only. The position shall be posted internally for all eligible employees who meet the minimum requirements of the position to apply. All eligible employees shall complete the Langlade County Internal Employment Application for Promotions and Transfers. The application will be forwarded to the Human Resources Department. The Hiring Body and Human Resources Department shall develop interview questions. Interviews will be scheduled for those eligible employees who meet the minimum requirements of the position. The most qualified candidate will be selected based upon his/her education, work experience, skills sets, and interview results.

If the recruitment results in the transfer of an employee from one County Department to another, then the transfer shall not take effect until 45 days after the affected Department Head has been notified of the requested transfer. Upon mutual agreement of the applicable Department Heads, transfers between departments may take effect before the expiration of the 45 day time period. An employee who is laterally transferred to a different position or promoted to a different position, including a newly created position shall be moved to the next step of the Compensation Matrix that affords him/her a pay increase.

M. COMPENSATION PALN

Establish compensation for new positions:

The Compensation Matrix Committee shall be responsible to establish compensation ranges for new positions prior to approval of the new position by the County Board. Unless directed otherwise by the County Board, the hiring body shall place the employee at a step with the compensation range established for the position, commensurate with the employee's qualifications. An employee who is laterally transferred to a different position or promoted to a different position, including a newly created position shall be moved to the next step of the Compensation Matrix that affords him/her a pay increase.

HANDBOOK LANGUAGE REVISIONS:

L. TEMPORARY WORK ASSIGNMENTS

Temporary assignments for hourly employees shall be governed by the Fair Labor Standards Act (FLSA). An hourly employee who works over forty (40) hours in a work week shall be compensated equal to one and one-half (1 ½) times the hours worked in excess of forty (40) hours in a work week.

Salaried employees may be eligible to receive a one-time payment for temporary work assignments having a minimum duration of six (6) months at a prorated rate not to exceed \$300 per month.

When appointed to serve as an interim Department Head, the oversight committee may approve additional compensation at a prorated rate not to exceed \$300 per month, not to exceed the highest rate of compensation for the Department Head position. An interim appointment is defined as an appointment of one (1) year or less. For all other interim appointments, the oversight committee may approve additional compensation at the next highest compensation rate established for the vacant position.

Recruitment & Selection of Employees Policy:

I. Recruitment and Selection Process for Permanent Positions of Employment:

B. Internal Recruitment. Upon the decision of the hiring body, the recruitment process may be limited to the pool of existing County employees only. The position shall be posted internally for all eligible employees who meet the minimum requirements of the position to apply. All eligible employees shall complete the Langlade County Internal Employment Application for Promotions and Transfers. The application will be forwarded to the Human Resources Department. The Hiring Body and Human Resources Department shall develop interview questions. Interviews will be scheduled for those eligible employees who meet the minimum requirements of the position. The most qualified candidate will be selected based upon his/her education, work experience, skills sets, and interview results.

If the recruitment results in the transfer of an employee from one County Department to another, then the transfer shall not take effect until 45 days after the affected Department Head has been notified of the requested transfer. Upon mutual agreement of the applicable Department Heads, transfers between departments may take effect before the expiration of the 45 day time period. An employee who is laterally transferred to a different position or promoted to a different position, including a newly created position shall be moved to the next step of the Compensation Matrix that affords him/her a pay increase.

APPENDIX ?

<i>Langlade County</i>		
ISSUE DATE	POLICY TITLE:	POLICY NO. RESOLUTION
REVISION	Department Re-Organization Plan Process Policy	

The intent of this policy is to provide a formal process and guidance to department heads regarding the process for department re-organizations.

1. STATEMENT

To provide a uniform and consistent process for department re-organizations. A department head may decide to re-organize his/her entire department or only a few positions within his/her department due to significant, substantial, or major changes to the position(s) duties pertaining to operational or business needs. A department re-organization does not include a promotion, a transfer, a demotion, a compensation review request, or a compensation pay increase.

2. Re-Organization Process

The Department Head will complete the Department Reorganization Plan Questionnaire and Department Reorganization Plan Checklist forms.

The Department Head will complete a new job description for each position involved in the

department re-organization using Langlade County's Master Job Description form.

Copies of the old job description(s) and new job description(s) will be forwarded to the Human Resources Director for review.

Copies of the old organizational chart and the new organizational chart will be forwarded to the Human Resources Director.

Using the Department Reorganization Plan Questionnaire form the Department Head will provide a detailed written explanation regarding the reason(s) for the proposed department re-organization and the position(s) included in the proposed department re-organization.

Upon completion of the Department Reorganization Plan Questionnaire and Department Reorganization Plan Checklist forms, the Department Head will forward the forms and all required documents to the Human Resources Director. The Human Resources Director will review of the proposed department re-organization. Upon completion of the review, the Human Resources Director will forward the documents to the Administrative Coordinator and Finance Director for review.

2. **Oversight Committee**

Upon completion of the Administrative Coordinator's and Finance Director's review of the proposed department re-organization, the Department Head will present his/her proposed department re-organization to his/her Oversight Committee for review. The Human Resource Director will be present at the Oversight Committee meeting.

- a. The Oversight Committee will meet in closed session with the Department Head to discuss and review the proposed department re-organization. Upon completion of the review, the Department Head will be asked to leave the closed session.
- b. The Oversight Committee will then meet with the Human Resources Director in closed session.
- c. The Human Resources Director will be asked to leave the closed session so that the Oversight Committee may discuss and make a determination on the proposed department re-organization.
- d. The Oversight Committee may approve the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization.
- e. Once the Oversight Committee makes its determination of the proposed department re-organization, the Committee will invite the Human Resources Director back to the closed sessions with their decision.
- f. The Human Resources Director will contact the Department Head with the Oversight Committee's decision regarding the proposed department re-organization.
- g. If the Oversight Committee denies the proposed department re-organization, the department re-organization is closed and will not be moved forward to the Personnel Committee.
- h. If the Oversight Committee approves the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization, the proposed department re-organization will be forwarded to the Personnel Committee.

3. **Personnel Committee**

The Personnel Committee will review the proposed department re-organization, including other documentation from the Department Head, Oversight Committee, Human Resources Director, Administrative Coordinator, and Finance Director.

The Personnel Committee is charged with reviewing and analyzing the proposed department re-

organization on a County-wide basis to determine if there are alternatives that are more beneficial to the overall County operations and business needs.

- a. The Personnel Committee may approve the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization.
- b. If the Personnel Committee denies the proposed department re-organization, the department re-organization is closed and will not be moved forward to the Matrix Committee.
- c. If the Personnel Committee approves the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization, the Committee will forward the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization to the Matrix Committee, including Department Reorganization Plan Questionnaire and Department Reorganization Plan Checklist forms, organizational charts, and new position descriptions.

4. **Matrix Committee**

The Matrix Committee will determine and set the salary for the new position(s) based on comparable internal and external market data/information and comparable positions.

- a. If the Matrix Committee denies the proposed department re-organization, the department re-organization is closed and will not be moved forward to the County Board.
- b. If the Matrix Committee approves the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization, the Committee will determine the appropriate salary for the new position(s) based on internal and external market data and comparable positions, the Committee will forward the salary recommendation to the County Board.

5. **County Board**

The County Board will discuss, review, and approve a final salary for the new position(s).

PC Meeting: 04/07/16

LANGLADE COUNTY
RECRUITMENT AND SELECTION OF EMPLOYEES

Policy Statement:

It shall be the policy of Langlade County to recruit and select the best qualified persons for employment with Langlade County government. It is the goal of Langlade County to recruit and select qualified candidates based on objective criteria for employment in a manner to ensure open competition, provide equal employment opportunity and prohibit discrimination on the basis of race, creed, color, national origin, ancestry, handicap, sex, age or sexual preference, except where sex or age is a bona fide occupational qualification.

This policy is not intended to establish any type of guarantee of continued employment for any County employee. Unless a County employee possesses a written employment contract or is an elected official, all County employees are considered employees at-will and terminable at the County's discretion, consistent with the County's commitment as an Equal Opportunity Employer.

The Oversight Committee for each County Department and ~~elective~~ Department Heads (including County Elected Officers), hereinafter collectively referred to as the "Hiring Body", shall be responsible for coordinating all recruitment and selection using a process that is consistent with the goals set forth in this Policy. The Oversight Committee may delegate to Department Heads the responsibility for coordinating all recruitment and selection using a process that is consistent with the goals set forth in this Policy.

This Policy is intended as a guide for the recruitment and selection for employment with Langlade County. In addition to this policy, other employment rules and regulations may apply to specific employment positions, such as grant-funded positions and union positions. Department Heads are advised to consult with the Human Resources Department regarding any special rules that may apply to a particular position as may be established by any applicable enabling statute, grant awards condition, or union contract prior to recruitment.

If, after consultation with the Human Resources Director, the Department Head and Oversight Committee cannot agree on the recruitment and selection method for a specific position, then the matter shall be submitted to the Executive Committee for resolution.

I. Recruitment and Selection Process for Permanent Positions of Employment:

The preferred selection process is outlined as follows. This process shall be followed as closely as practical, and any deviations from this preferred selection process must be approved in advance by the Hiring Body or the Personnel Committee. This process does not apply if the Hiring Body is utilizing another recognized selection method under this policy (i.e., recruitment using a state-certified equal opportunity recruitment process).

Before engaging in the recruitment for a position of County employment, all necessary approvals to create or fill a position must be obtained. In the event that the recruitment process is undertaken prior to obtaining any necessary approvals, then any final offer of employment shall be contingent upon such approval. Applications for employment will not be accepted unless the application references an active recruitment of a position of employment or active recruitment to establish an eligibility list to fill a specific position whenever a vacancy exists.

A. Union Positions. The recruitment process for union positions shall be conducted in a manner that is consistent with the terms in the applicable collective bargaining agreement.

B. Internal Recruitment. Upon the decision of the Hiring Body, the recruitment process may be limited to County employees only. The position shall be posted internally for all eligible employees who meet the minimum requirements of the position to apply. All eligible employees shall complete the Langlade County Internal Employment Application for Promotions and Transfers. The application will be forwarded to the Human Resources Department. The Hiring Body and Human Resources Department shall develop interview questions. Interviews will be scheduled for those eligible employees who meet the minimum requirements of the position. The most qualified candidate will be selected based upon his/her education, work experience, skills sets, and interview results.

If the recruitment results in the transfer of an employee from one County Department to another, then the transfer shall not take effect until 45 days after the affected Department Head has been notified of the requested transfer. Upon mutual agreement of the applicable Department Heads, transfers between departments may take effect before the expiration of the 45 day time period.

C. External Recruitment. All external recruitments require a minimum of one (1) advertisement in the Antigo Daily Journal. Applicants shall be granted at least ten (10) working days to respond to job announcements, unless a shorter deadline is approved by the Hiring Body.

D. Eligibility Lists. The creation of an eligibility list requires that the job announcement includes a notification that an eligibility list will be created for a definite time period from which the County may select eligible candidates for employment.

Application Process:

In order to be eligible for consideration for a employment opportunity, an applicant must provide all the required information identified in the job announcement prior to the deadline, including but not limited to the official Langlade County Employment Application Form. All applications shall be filed with the Human Resources Director. *The HR Director may contact applicants who submit incomplete applications as a courtesy, but is not required to do so in all cases.*

Selection Process:

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The Hiring Body shall select only the best qualified applicants for screening and final selection.

All applications are received by the Human Resources Department. The Human Resources Department redacts personally identifiable information from the original applications creating two separate application files (redacted and original).

The redacted applications are pre-screened by a representative of the Hiring Body, Department Head and/or the Human Resources Director to rank the applications solely on the basis of the qualifications identified from the application materials.

After pre-screening the redacted applications, the Hiring Body screens the original application materials in their entirety and selects the number of candidates that will be offered to participate in the next screening step in the selection process.

After screening the applications, the additional screening tools may include, but need not be limited to, one or more of the following:

- Responses to written questions.
- Performance of job related work.
- Physical testing for ability to perform essential job functions.
- Psychological testing if required for the position.
- Responses to interview questions.
- Background and reference checks.

Interview Process:

At least one member of the Oversight Committee and the Human Resources Director shall be invited to attend interviews.

All interview questions may be pre-screened by the Human Resources Director or Corporation Counsel to ensure that the questions reasonably relate to the applicant's ability to perform the essential job functions, with or without reasonable accommodation, and avoid asking

questions that have the potential to discriminate against applicant on the basis of membership in a protected classification, violate civil rights or equal opportunity for public employment.

Prior to interview, the Hiring Body shall establish objective criteria that will be used to rank or score the interview results.

Each of the final applicants who are interviewed and not hired shall be given proper notice of their standing from the body conducting the interviews as a courtesy.

Hiring Process:

The Hiring Body or designee shall make the final selection. Any offer of employment may be contingent on an applicant's completion of a physical and psychological examination and background check. The Hiring Body shall be responsible to notify the Finance Department and the Human Resources Department regarding any new hire.

Conditional Offer of Employment:

Offers of employment shall be conditioned upon a background check, including a criminal background check.

Offers of employment may be conditioned upon:

- Physical (medical) examination.
- Psychological examination.
- Drug testing.

The elements of such examinations shall be related to the job duties of the position in question and may be paid for by the County.

Probationary Period: The first twelve (12) months of employment (or longer for selected positions) will serve as an initial employment probationary period. During this time, employees will have an opportunity to get acquainted with their new jobs, fellow employees and County government. Likewise, supervisors will be observing new employees to determine aptitude for the work, how conscientiously they carry through the work assigned, their attitude toward co-workers, their record of punctuality and attendance and all other areas of total job performance.

Supervisors will inform employees of their progress on the job and will review County policies and practices during the initial employment period.

Starting Pay. New employees shall be hired at the 1st step of pay, range or grade (level) for the job classification unless the hiring body authorizes a salary or hourly wage at any level up to the full rate of the job classification based upon the minimum requirements of the position and the candidate's education, work experience, and skills sets for the position.

Introduction to County Board. Each new employee may be introduced to the County Board, at the convenience of the Department Head.

II. Alternate Recruitment and Selection Processes:

The Hiring Body may use an alternate Recruitment and Selection Process that has been reviewed by the Human Resources Director and approved by the Personnel Committee.

In lieu of pre-screening applications, the Hiring Body may use a qualified testing service. If a qualified testing service is used, then the Hiring Body shall select candidates for the next screening step based upon the test scores.

In lieu of submitting the official Langlade County Application, the Hiring Body may use the State of Wisconsin Employment Application or another application approved by the Personnel Committee. When using this process, the applications may be received directly by the Hiring Body.

If the Hiring Body conducts background checks as a pre-screening tool to determine qualifications for a position, then the Hiring Body is not required to redact personally identifiable information from the application materials before ranking candidates for the next screening step.

At least one member of the Oversight Committee and the Human Resources Director shall be invited to attend interviews.

III. Recruitment and Selection for Casual Employment Positions:

A. Definition. Casual employees are defined as persons occupying employment positions with a duration of one calendar year or less with no expectation of continued employment, given that additional one year terms may be granted based upon budget approval.

1. Seasonal employee shall mean a part-time or full-time employee hired for an abbreviated time span to meet seasonal program needs. Seasonal employment terminates at the end of the season or when the need no longer exists.

2. Temporary employee shall mean a part-time or full-time employee hired on a limited term basis to perform a specific special assignment.

3. Employment/training program employee shall mean a part-time or full-time employee hired for a fixed term to receive job training or work experience funded by the State or Federal Government or to work off government transfer payments through a Work Relief program.

B. Recruitment. Recruitment and selection of seasonal and temporary employees are conducted by individual County Departments utilizing the following guidelines:

1. Each applicant must complete an official application form approved by the Personnel Committee.

2. Selection of applicant will be based on specific qualifications for each position and conducted in a manner to provide equal employment opportunity and prohibit discrimination. Interviews and testing are permissible. A published job announcement is not required.

C. Benefits. Casual employees are not eligible for fringe benefits unless otherwise determined by the County Board. Under the following circumstances the State retirement plan and optional employee paid life insurance coverage must be offered to seasonal and temporary employees:

1. Persons employed on or after January 1, 1990--whether a continuing employee or a new hire--who is expected to work 600 hours or more for at least 1 year. (One year is 365 consecutive days from date of hire.)

CASUAL EMPLOYMENT POLICY
(As adopted by Resolution #40-2005)
and

(As revised by County Board Rule 12.2 on April 18, 2006)

I. APPLICABILITY.

This policy applies to any employment position that is “casual” as defined by the expected duration of work, by the nature of the work performed or by the work schedule.

II. APPROVAL PROCESS.

A. The initial establishment of a casual employment position requires the approval of the requisite Oversight Committee and the approval of the County Board by a requisite percentage vote as set forth in the County Board Rules.

B. Casual employment positions are funded on a one-year basis and therefore the funding for a casual employment position must be re-approved each year by the County Board as part of the Annual Budget process. If an existing casual employment position is not approved in the departmental budget, then the position no longer exists.

Exceptions: Grant-funded casual employment positions that are fully funded for the duration of the grant.

C. Resolutions for the establishment of a casual employment positions shall contain the following information:

1. the requested funding for the position;
2. the expected number of hours and hourly wage for any employee hired in the position;
3. a notation if any casual employee will be expected to work in excess of 1190 hours in any 12 month period, thereby extending Wisconsin Retirement System (WRS) benefits to this employee.

D. REPORTING OF CASUAL EMPLOYEES.

By December 31st of each year, **the Human Resources Director** and the County Board will be provided with a report of all casual employment positions by Department that also contains the following information: job title/nature of work; number of employees hired in the position; wage range and number of hours allocated to the position; and whether the wage or hours were adjusted during the year.

E. ACCOUNTING FOR HOURS OF WORK.

Department Heads are responsible to keep track of the hours worked by casual employees and ensure that the hours established for the position are not exceeded without prior approval.

F. WAGE AND HOUR ADJUSTMENTS.

The number of hours approved for a casual employment position can be adjusted by the Oversight Committee contingent upon available funding in the Department's budget and subsequent reporting of the extension of hours to the **Human Resources Department** and the Personnel Committee. County Board approval is required if any casual employee is expected to work in excess of 1190 hours within a 12 month period.

The wages of a casual employee may be adjusted **within any applicable ranges or limits established by the Personnel Committee** and upon approval of the Oversight Committee, and contingent upon available funding in the Department's budget with subsequent reporting to **the Human Resources Department** and the Personnel Committee. Casual employees do not automatically receive cost of living adjustments or any other wage increase without the approval of the Oversight Committee.

The attached definitions and wage range spreadsheet shall be used by the Oversight Committees as a guide in establishing or adjusting the compensation for casual employment positions within departments that they are responsible to oversee.