

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 2/02/2012

Time: 9:00 a.m.

CHAIRMAN: James Jansen

MEMBERS PRESENT: James Jansen, Michael Klimoski, Dale Dahms, and George Bornemann

MEMBERS ABSENT: Richard Hurlbert

OTHERS PRESENT: Robin Stowe, Gary Olsen, Becky Frisch, Bill Greening, Kathryn Jacob, Ann Meyer, Marilyn Baraniak and Tim Rusch

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

Approve/amend minutes of the January 4, 2012 meeting.

Motion by Bornemann, seconded by Klimoski, to approve the minutes of January 4, 2012 as printed. All ayes, motion carried.

Approve carry forward of funds from 2011 to 2012 (Circuit Court Budget) for unexpended jury expenses/mileage.

Craig Hotchkiss presented an out of home placement information sheet with a summary to the Committee. This was for information only. No action taken. Motion by Klimoski, seconded by Bornemann to carry forward 2011 unexpended jury expenses/mileage to 2012. All ayes, motion carried.

Discuss creation of two casual employment positions (Transportation/Courtroom Security and Dispatcher) in the Sheriff's Department.

Bill Greening is asking to add two casual employee positions for dispatcher and transportation/Courtroom security to the Sheriff's Department. He would like to hire a retired employee from Probation and Parole to fill the dispatcher position. A retired State Trooper to assist in transportation and Courtroom security is also being considered. Wages for these positions would come out of the overtime budget from the Sheriff's Department. Motion by Bornemann, seconded by Dahms to create two casual employee positions for the Sheriff's Department. All ayes, motion carried.

Discuss revisions to No Weapons in the Workplace Policy.

Although this policy is already in effect, the Committee requested that the wording of the policy regarding the County's ability to inspect personal items brought into the workplace by an employee be revised to include a "reasonable suspicion" standard and a requirement that any search be conducted in the presence of the employee. Robin presented a revised policy to the Committee for its review. Motion by Bornemann, seconded by Jansen to adopt the revisions to the No Weapons in the Workplace Policy. Two ayes, two noes. The motion has failed. The revisions will be reconsidered by the Committee at its next meeting when all members are present.

Establish Holiday schedule for 2012.

The general rule for the County's observance of paid holidays is that when a holiday falls on a Saturday, the holiday is observed on a Friday and when a holiday falls on a Sunday, the holiday is observed on a Monday. It is understood that the Personnel Committee can deviate from this schedule.

Christmas 2012 falls on Tuesday. Monday (Christmas Eve) and Tuesday (Christmas Day) will be observed for this holiday. New Year's Eve will be observed on Monday, December 31st and New Year's Day on Tuesday, January 1, 2013. Motion by Klimoski, seconded by Dahms that December 24th and 25th will be observed as the Christmas holiday, and all day off on New Year's Eve, December 31st, and all day off on New Year's Day, January 1, 2013, as New Year's holidays. All ayes, motion carried. Pursuant to the County's Office Closure policy, offices that are not required to remain open by law will be closed all day on December 31, 2012. Employees not performing work on this day will either substitute paid leave (vacation, comp time, personal holiday) for this time off; otherwise that this is unpaid leave. This office closure does not apply to the Sheriff's and Highway Departments.

Discuss WRS contribution for elected officials.

The language of the Budget Repair Bill (WI Acts 10 and 32) clearly indicates that municipal employers can no longer pay the employee portion of WRS benefits for "elected officials" (except the Sheriff who only pays the amount paid by POPS status employees). Recently, the Eau Claire County Sheriff and Treasurer challenged this action arguing that it decreased the "compensation" established for their respective positions in violation of another statute. The Eau Claire County Circuit Court agreed that this action decreased the "compensation" for these offices and ordered Eau Claire County to repay these payroll deductions to the Sheriff and Treasurer. This decision may be appealed and a published appellate court decision would then establish a legal precedent for Langlade County to follow. Until the County is directed to do otherwise by an established legal precedent, the County intends to follow the directions of the BRB Consortium and the ETF to continue to deduct the employee portion of WRS contributions for elected officials. Discussion item only, no action taken.

Establish compensation guide for County elected officials.

The compensation for county elected officials has to be established before the earliest date that the nomination papers are taken out for the respective offices by April 15, 2012. When the compensation for County elected officials was last considered, the Committee agreed to a plan of setting the compensation for all offices at \$55,000 except for the Sheriff. Comparables from other counties were presented and reviewed by the Committee. Discussion followed. Motion by Bornemann that they go with the plan as presented which would gradually increase all offices to \$55,000 by 2014. There were no seconds so the motion failed. Motion by Klimoski, seconded by Dahms that the county elected officials' wages go to \$55,000 in 2013 and they all receive the Cola in 2014. Three ayes, one no. Motion carried.

Discuss adding random drug testing to the County's drug free workplace policy.

In the preparation of a new employee handbook, the work group reviewed the existing drug testing policy which includes pre-employment and reasonable suspicion testing. The work group is interested in adding random drug testing to the employee handbook. All current drug testing (with the exception of some testing performed for CDL positions in the Highway Dept.) is performed by Langlade Hospital. The hospital has presented a price quotation to add random drug testing to the existing contract for drug testing. If one-half of full-time employees are tested at random each calendar year, then the costs of these services are estimated at \$4,500 - \$5,000 per year. The work group recommends that approximately \$4,500/\$5,000 is budgeted into the 2013 fiscal budget to cover the costs associated with random drug testing of full-time employees. Motion by Klimoski, seconded by Dahms that Random Drug Testing be added to the policy with a recommendation to the Finance Committee to include the costs of this program in preparation of the 2013 budget. Three ayes, one no. Motion carried.

Review status of employee handbook.

Robin presented an overview of the status of the employee handbook. All the department heads are involved as part of the employee work group. There have been 5 meetings since January 2012. Goals and objectives were presented at the first meeting. The work group has been collecting handbooks from local businesses for comparison purposes. Whenever feasible, the work group is proposing to combine the current benefit structures for union and non-union employees and by doing so, it is understood that a single benefit structure will likely impact all employees to varying degrees. The work group submitted a draft handbook and PTO proposal to the Committee.

In transitioning to a single benefit structure (vacation, sick leave, personal holidays), the work group has proposed that the County transition to a Paid Time Off (PTO) system as the most efficient and effective means of administering this benefit structure. Under a PTO system, the department head is better able to manage requests for time off as compared to the current system which requires managing different benefit schedules and different employee anniversary dates. Under a PTO system, the employee is responsible to manage his/her time off from work, without a concern of losing a benefit if it is not used by a certain date, such as the employee's anniversary date of hire. By establishing a PTO system, it is the goal of the work group to keep this proposal "cost-neutral", such that the limits placed on PTO are the same as or substantially similar to the existing limits on benefits. For example, maximum accrual of PTO is similar to the existing limits on paid benefits (vacation, personal holiday, sick leave). The cap on payment of extended leave at retirement is essentially the same limit that currently applies to most employees, and is further limited to a payout at the hourly rate at which such leave was earned. The main difference between a PTO system and the County's current benefit structure is that Paid Time Off is earned incrementally with each pay period rather than all at once (anniversary date or 1st of year) and there is no requirement to use PTO by a certain date. The work group believes that a PTO system will create efficiencies within their departments by having more flexibility in scheduling paid time off.

The work group explained the details of the PTO proposal including the formula for calculating PTO, the accrual limits for PTO and extended leave and how existing benefits would transition to a PTO and extended leave banks effective January 1, 2013. Paid holidays are not included in the formula for PTO and the work group explained the proposed holiday schedule, which includes eliminating the half day on New Year's Eve and establishing all day Good Friday as a holiday that Personnel Committee could move to a different date throughout the year (i.e., combine with other observed holidays to avoid gaps in work weeks). Discussion followed. A first draft of the complete handbook will hopefully be ready for approval by the Committee in March 2012.

NOTE: During the Personnel Committee on January 4, 2012, the Committee indicated an interest for a Committee member to attend the employee handbook work group meetings and Jim Jansen volunteered. Subsequently, the County Board Chairman approved payment of per diems to Jim Jansen for attending the handbook meetings.

Review and approve payment of monthly bills for the following departments: Corporation Counsel, Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.

Motion by Dahms, seconded by Bornemann to approve payment of bills as presented. All ayes, motion carried.

Adjourn the meeting.

A motion was made by Klimoski, seconded by Bornemann to adjourn meeting. All ayes, motion carried, and the meeting was adjourned at 10:45 a.m.

Respectfully submitted:

Gail Dunlop