

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 2/04/2016

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Arlene Bonacci, Dave Solin

MEMBERS ABSENT: Richard Hurlbert, Jim Jansen

OTHERS PRESENT: Robin Stowe, RJ Weitz, Pete Pennington, Erik Rantala, Sandy Fischer, Marilyn Baraniak and Becky Rank

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher in the Wolf River Room, Resource Center.

Motion by Arlene Bonacci and second by Doug Nonnenmacher to excuse Richard Hurlbert and Jim Jansen. All eyes, two absent, motion carried.

Pledge of Allegiance.

Approve/amend Minutes of January 7, 2016. Motion by Dave Solin, second by Arlene Bonacci, to approve the minutes of the January 7, 2016 Personnel Committee meeting. All eyes, two absent, motion carried.

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

Review changes to Employee Handbook, including uniform allowances. Erik Rantala, asked that the Forestry Department be added to the Employee Handbook under section (N) Uniform Allowance. Currently the Forestry Department employees are allowed to purchase work clothing at their own expense, if qualified the employee receives \$125 per year for uniform allowance. Erik is asking that the amount be increased from \$125 to \$200 per year. The Personnel Committee asked Erik to take the uniform allowance increase request back to the Forestry Committee for approval then bring it back to the March Personnel Committee meeting.

RJ, Human Resource, discussed the Sheriff Department's Uniform Allowance. The Personnel Committee asked that RJ do more research on who would be eligible to receive such allowances and bring the finding back to the March Personnel Meeting.

Review requests to carry-forward department funds from 2015 budget. Marilyn Baraniak, Clerk of Courts, requests that \$10,291 be carried forward to the 2016 Clerk of Court budget.

Motion by Dave Solin, second by Arlene Bonacci to carry-forward the funds from 2015. All ayes, two absent, motion carried.

Sandy Fischer, Register of Deeds, requests that \$11,000 be carried forward to the 2016 Register of Deeds budget. Motion by Dave Solin, second by Arlene Bonacci to carry-forward the funds from 2015. All ayes, two absent, motion carried.

Robin Stowe, Corporation Counsel, requests that unexpended funds be carried forward to the 2016 Corporation Counsel budget for the purposes of compensation to the Deputy Probate Clerk for additional works worked as back up clerical support on emergency detentions. Motion by Dave Solin, Second by Arlene Bonacci to carry-forward the funds from 2015. All ayes, two absent, motion carried.

Request from Social Service to approve 2016 Casual LTE (Limited Term Employment) Clerk Position and recommend Casual LTE Position be added to 2017 Budget pending available funding. Ron Barger discussed that in 2015 Economic Support had a Casual LTE Clerk that worked 546 hours at \$9.00 per hour. Ron is asking that the Casual LTE be brought back for the 2016 year. Social Service has the funds available for this position and stated it would be put into the budget for the 2017 fiscal year. Motion by Arlene Bonacci, second by Doug Nonnenmacher to approve the 2016 Casual LTE Clerk Position and present it to Finance and Executive Committees. All ayes, two absent, motion carried.

Create a temporary One-Month Casual Employee allocating a maximum of 40 hours, to allow further research on the particulars of this position. Discussion was held on the need of creating a Casual Employee position and the different options the position may carry. Motion by Dave Solin, second by Arlene Bonacci to have RJ do an evaluation with Department Heads on the needs for a Casual Employee and report back to the Personnel Committee in the March meeting. All ayes, two absent, motion carried.

Revise the Rules of the County Board regarding the process to refill vacant employment positions by replacing approval of the Executive Committee with approval of the Personnel Committee. RJ, Human Resource, discussed the current process to refill vacant employment positions. The vacant position must have budgeting in the current fiscal year. The current process requires the approval of the Department Head, Oversight Committee, and Executive Committee. The request is to replace the Executive Committee with the Personnel Committee. Motion by Arlene Bonacci, second by Doug Nonnenmacher to replace Executive Committee with Personnel Committee in the process to refill vacant employment positions. All ayes, two absent, motion carried.

Review and revise Personnel Policies. Robin Stowe, Corporation Counsel, RJ, Human Resource Director, proposed revisions to the current Personnel Policies.

Family Medical Leave Act Policy: Substitution of Paid Leave

Employees may use, or may be required to use (to the extent permitted by law or as otherwise permitted under the Collective Bargaining Agreement), accrued paid leave during a period of unpaid FMLA leave. ~~Only after an employee uses 2 weeks of FMLA in a calendar year (6 weeks for child rearing) can the employer (County) force substitution of PTO. This paid leave includes vacation, sick, extended leave and/or PTO.~~ Paid leave is only available for substitution for unpaid periods of leave if the employee has accrued a current right to the benefit. To accrue a right to a benefit, the employee must meet all eligibility requirements needed to receive the benefit, as defined under the terms of the benefit policy, and have a present right to the benefit. Contingent or discretionary benefits or paid leave is not accrued leave for purposes of substitution. Paid time used will not be available later for use by the employee. Extensions of leave will not be permitted, except as required by law or an applicable Collective Bargaining Agreement.

Motion by Dave Solin, second by Doug Nonnenmacher to approve the revision of the Family Medical Leave Act Policy. All ayes, two absent, motion carried.

Compensation Plan Policy: New Hires and Promotions:

New employees (or employees who were promoted/transferred to another position) will become eligible to advance to the next compensation step after ~~their probationary period.~~ **12 months.** If the initial probationary period is extended, then the employee will advance to the next step only upon the approval of the department head. If the probationary period **or the first 12 months in the position ends** ~~expires~~ **before** November 1st, then the employee will also be eligible to advance to the next compensation step at the beginning of the next year. If the probationary period **or the first 12 months in the position ends** ~~expires~~ **on or after** November 1st, then the employee will not become eligible to advance to the next compensation step until the following year (ex: probationary period expires on 11/01/2015, employee eligible to advance one step on 11/01/2015, but not eligible to advance again until 01/01/2017).

Motion by Dave Solin, second by Doug Nonnenmacher to approve the revision of the Compensation Plan Policy. All ayes, two absent, motion carried.

Alcohol and Drug Free Workplace Policy

An employee is not required to disclose to the employer the lawful use of prescribed medications. However, if an employee is prescribed medication that may impair his/her ability to safely operate equipment in the workplace, or inhibit the employee's ability to fully and safely perform essential job functions, or create a reasonable suspicion that the employee is under the influence of a substance in violation of the County's Alcohol/Drug Free Workplace Policy, or result in a positive drug test result for a banned substance, that at the sole discretion

of the employee, the employee may disclose to his or her Department Head, or to the Human Resources Director, that he/she has been prescribed medications that can have certain side effects that affect cognitive or physical functioning such as opiate-based medications). Any information disclosed by the employee regarding prescribed medications will be kept confidential by the employer and not further disclosed. If the employee decides not to disclose to the employer the use of prescribed medications in the workplace, then the employer is not required to consider these mitigating factors when addressing concerns about employee safety, workplace conduct and job performance.

Motion by Dave Solin, second by Doug Nonnenmacher to revise the Alcohol and Drug Free Workplace Policy. All ayes, two absent, motion carried.

Grievance Procedure Policy – Definitions

Discipline” is defined as any of the following adverse employment actions: disciplinary suspension of employment for a period of greater than ~~three (3)~~ five (5) days without pay; or reduction in base pay as a result of disciplinary action.

Discipline” does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; suspensions for a period of ~~three (3)~~ five (5) days or less without pay; non-disciplinary wage, benefit or salary adjustments or reductions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions with or without pay pending investigation of misconduct or nonperformance of assigned duties; change in job assignments or work locations, change in base pay is not reduced; **adverse employment actions based upon a testing process or a result of medical tests (physical, psychological, neurological, etc.) performed by an independent contractor.**

“Termination” is defined as an involuntary separation of employment initiated by the County as a result of disciplinary action.

“Termination” does not include, without limitation, any of the following actions: separation of the employment relationship initiated by the employee; separation of employment initiated by the County for non-disciplinary reasons, such as: by a reduction in workforce, restructuring how government services are provided; **failure to provide satisfy probationary period; failure to satisfy terms of corrective action plan or performance improvement plan; or based upon a testing process or a result of medical tests (physical, psychological, neurological, etc.) performed by an independent contractor.**

Motion by Arlene Bonacci, second by Doug Nonnenmacher to approve the revision of the Grievance and Procedure Policy. All ayes, two absent, motion carried.

Handbook Advisory Committee: Along with the adoption of this Employee Handbook, the County Board has established a Handbook Advisory Committee for the purpose of conducting regular reviews of the Handbook and recommending revisions to the Personnel Committee. The membership of the Handbook Advisory Committee includes: one member of the Personnel Committee, the County Board Chairman, and one employee representative from the following departments: Highway, Sheriff (Dispatch/Jail), Maintenance/Forestry, Social Services/Health, and Courthouse/Resource Center. The Corporation Counsel and Human Resources Director will be ex-officio (non-voting) members of this committee. The Handbook Advisory Committee shall meet at least annually to report its findings and recommendations to the Personnel Committee.

Motion by Dave Solin, second by Arlene Bonacci to approve the creation of a Handbook Advisory Committee. All ayes, two absent, motion carried.

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

Set date for next meeting. Monday, March 7, 2016 at 9:00 a.m.
Resource Center, Wolf River Room

Respectfully Submitted,
Becky Rank, Recording Secretary