

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 2/5/15

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dick Hurlbert, Jim Jansen, Arlene Bonacci, Dale Dalms.

MEMBERS ABSENT: None

OTHERS PRESENT: Dave Solin, Robin Stowe, Kim Van Hoof, Tim Rusch, Craig Hotchkiss, Ruth Tveten, Pam Resch, Ron Barger

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 January 5, 2015.

Motion by Dahms, second by Hurlbert, to approve the minutes of the January 5, 2015 Personnel Committee meeting, all ayes, motion carried.

Review request from retired employee to payout of one-half of Extended Leave Benefits. An employee who recently retired has submitted a request for payout of one-half of extended leave. Robin advised that in order to qualify for this payment, the employee must make application for WRS (Wisconsin Retirement System) benefits prior to your last day of employment as proof of "retirement". When this occurs, the Finance Department will receive written confirmation from the WRS. In this case, the County did not receive written confirmation until after the last date of employment. The payout for this employee (Ruth Tveten) amounts to \$968.48. Pam Resch indicated that she had received advance notice from Ruth of her intention to retire. Robin reviewed the options available to the Committee: 1) revise the Handbook to increase the notification period; 2) enter into a written separation agreement with the employee for this payout; or 3) determine based upon the type of notice provided by Ruth that such notice satisfies our existing policy. The Committee discussed the options and determined that options 1 & 2 were not necessary because the Committee determined that the Ruth had provided prior notice to the Finance Department of her intent to make application for WRS benefits prior to her last day of employment.

Motion by Hurlbert, second by Jansen that Tveten made an effort to notify the County of her intention to apply for WRS benefits prior to last date of employment and therefore she is eligible for this payout. All ayes. Motion carried.

Refill vacant Public Health Nurse Position. Ron Barger discussed filling the Public Health Nurse Position. Ron submitted an organizational chart for the Health Department which showed a net decrease in staff over the years. Julie Webb left after 8 years to go to NTC teaching Nursing. Board of Health approved refilling this vacancy. Committee discussed whether potential recruitment and retention issues may exist at the compensation range for Registered Nurses. Webb was paid at a Step 10, but Ron is not sure where he will start the new employee. Oversight Committee will determine where the employee will start on the Matrix. Motion by Bonacci to re-fill the position, second by Jansen. All ayes, motion carried. Barger will forward this request to the Executive Committee and County Board.

Discuss Return to Work Policy, including telecommuting. The topic of establishing some form of “light duty” policy has been previously discussed with the Committee. Robin recently reviewed the proposed policy with the Management Team. The proposed policy allows the Department Head to present a plan for an employee to return to work when the employee is unable to fully perform the job due to a work-related injury or FMLA qualifying condition. In the absence of this type of policy, the County’s position has been that an employee is not allowed to return to work until medically certified to perform all essential functions of the job. Robin advised the Committee of the importance to monitor return to work plans and recommended that the County policy be reviewed by the Personnel Committee on an annual basis in order to ensure that the policy is not being abused. No action taken on this item at this time; Committee suggested to Robin to bring this item back next month

Discuss Employee Handbook, including revisions regarding the Compensation Matrix and Cost of Living Adjustments. The Committee was provided with a list of proposed revisions last month and these revisions were also shared with the Management Team. The Handbook needs to be revised to reflect the changes to Compensation Matrix. The Rules of the Board need to be changed to reflect the changes to the membership and duties of the Compensation Matrix Committee (and to reflect changes to the Personnel Committee duties as a result of Act 10). A new process to respond to individual requests for additional compensation needs to be established. Robin advised that the Management Team has requested more time to study the process to subject individual requests for compensation. Motion by Hulbert to change the duties of the two committees, second by Nonnenmacher. Roll call taken: Dahms-no; Bonacci-no; and Jansen-no; Nonnemacher-yes; Hurlbert-yes. Motion failed. Bonacci requests a listing of current versus proposed duties to compare what is being changed. Motion by Hurlbert to amend the Handbook, second by Nonnenmacher. All ayes. Motion carried. The Committee discussed the need to develop a specific procedure for requesting individual adjustments to compensation. The development of a specific procedure will be held in Committee at this time.

Review monthly bills for Corporation Counsel, Circuit Court, Clerk of Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney. Information only: although the agenda item regarding the Juvenile Justice Program was removed from this agenda, Robin advised that the Governor's budget proposal has changed the budgetary oversight of the Juvenile Justice Program from the Department of Corrections (DOC) to the Department of Children and Families (DCF, which also oversees the budget for Child Protective Services (CPS)). It will likely be a couple more months before we receive some clarification from the State regarding what, if any, affect that this change will have to our current organizational structure for these programs. Therefore, Robin advised the Committee that he will be discussing with the Board Chairman whether the Resolution to change the oversight committee for the Juvenile Justice Program should be pulled from the County Board agenda until we can receive some input and assistance from DCF. Robin also advised that Gary Olsen will be sending out an informational memo to the County Board regarding how expenses are budgeted for Juvenile Justice and CPS. It was recommended that this information be distributed to County Board members with the meeting agenda, so the members can review this information prior to the meeting on February 17th.

Next Meeting will be March 5, 9:00 AM

Motion by Arlene Bonocci to adjourn, second by Hulbert. All ayes. Motion carried.

Respectfully Submitted,
Robin Stowe, Recording Secretary

DRAFT REVISIONS TO EMPLOYEE HANDBOOK

M. COMPENSATION PLAN

The compensation for all *non-casual* positions of employment that are subject to this handbook shall be identified on a Compensation Matrix. The compensation shall be established for each position individually as a range, from a starting rate to a maximum rate (Step 10). The compensation ranges will be adjusted each year by the amount of any cost-of-living adjustment (COLA) applicable to certain identified classes of positions (represented or non-represented). The employee will advance to the next step on the Matrix at the beginning of each year, unless progression has been suspended by the department head or oversight committee. New employees hired before November 1st (or employees who were promoted/transferred to another position) will advance to the next compensation step after their probationary period is satisfied. If the initial probationary period is extended, then the employee will advance to the next step only upon the approval of the department head. Employees hired on or after November 1st of any given year will not advance to the next step until completion of two full years of service.

The Matrix Committee shall consist of five (5) members: 2 members of the Personnel Committee, 2 members of the Finance Committee, and the County Board Chairman.

Five Year Review Process:

All positions listed on the Compensation Matrix shall be reviewed by the Matrix Committee once every 5 years. The compensation ranges for positions shall be evaluated based upon external and internal comparables, and other criteria as may be established by the Committee. The external comparables shall consist of the 18 Wisconsin Counties of similar population to Langlade County as determined by the Matrix Committee. The average external comparable wage shall be used during the evaluation of the compensation range for each position. As part of the review process, employees will be granted the opportunity to provide additional information to the Committee regarding the compensation range for their respective positions and their compensation step placement.

After the five year review process is completed, the Matrix will be initially presented to the County Board for discussion purposes only. The County Board may consider adopting the revised Compensation Matrix at its next scheduled meeting.

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. Consider requests to revise compensation for existing positions:

A request for additional compensation may be considered apart from the five-year review period for the Compensation Matrix when additional duties are permanently assigned to an existing position which result in a substantial change in job responsibilities, and the nature and character of the new job duties warrants a review of the compensation for the position. The request shall be submitted in the format established by the Committee. When considering requests to revise compensation for existing positions, the Committee may also request that a job audit be completed.

The designation of new compensation on the Compensation Matrix for additional services shall require the review and approval of the Oversight Committee, Matrix Committee, and Personnel Committee prior to submission to the County Board for its review and approval. As approved, the additional compensation may be incorporated within the range for the existing position or specific compensation for the additional duties may be added to the Matrix.

Compensation requests for additional duties temporarily assigned to a permanent (non-casual) position are covered under Section II. L. of this Handbook.

Cost of Living Adjustments (COLA):

The Matrix Committee may grant a COLA to non-represented employees not greater than the applicable percentage increase in the Consumer Price Index (CPI). The Matrix Committee shall determine the date that will be used as a measurement of the CPI as published by the U.S. Bureau of Labor Statistics. Any COLA for non-represented employees greater than the applicable increase in the CPI requires the approval of the County Board

Matrix Committee shall recommend to the Personnel Committee the maximum COLA offered to represented employees subject to the total base wage bargaining process. The maximum COLA for represented employees shall not exceed the applicable percentage increase in the CPI.

After the review process is complete, the Compensation Matrix will be presented to the Personnel Committee for its review prior to submission to the County Board.

DRAFT CHANGES TO COUNTY BOARD RULES

COMMITTEE MEMBERSHIP:

Rule

14.1 The membership of the appointed committees shall be as follows:

Compensation Matrix - 5 members. Chairman of the Board, 2 members of the Personnel Committee, 2 members of the Finance Committee.

DUTIES OF COMMITTEES:

Rule

15.1 The County Board reserves the right to expand or narrow the scope of authority delegated to its committees. This listing of the duties of committees is intended as an illustration of the scope of authority delegated to committees, as follows:

COMPENSATION MATRIX

- 1. Review the Compensation Matrix every five (5) years and submit recommendations for adjusting the Matrix to the County Board.**
- 2. Establish Cost of Living Adjustments (COLA) for non-represented employees if the COLA below the CPI threshold amounts identified in the Employee Handbook.**
- 3. Recommend maximum COLA for represented employees to the Personnel Committee.**
- 4. Recommend salaries for County elective offices (County Clerk, Treasurer, Register of Deeds, Sheriff, Clerk of Court and Coroner) to the County Board; and recommend COLA for County elective offices consistent with County Board resolution setting the compensation for the elective term.**

PERSONNEL

- 1. The Committee shall be the designated representative of Lantlade County Government relating to labor union negotiations and labor disputes with the represented (union) protective occupation participant status employees (Lantlade County Law Enforcement Association); and the representative for total base wage bargaining for represented (union) employees. No bargaining contract or agreement shall be considered binding upon the County until approved by the County Board.**
- 2. The Committee shall be responsible to review and make changes to the Employee Handbook as needed.**

3. The Committee shall approve the dates the County observes holidays for purposes of office closures, and also determine whether offices that are not required to remain open by law may close on other dates.

4. The Committee shall be responsible for budget, staffing and other needs of the Judge, District Attorney, Corporation Counsel, Clerk of Courts, Register in Probate, Family Court Commissioner and Juvenile Officer, and shall further be responsible for oversight of the Office of Corporation Counsel.

DRAFT PROCEDURE FOR SUBMITTING REQUESTS FOR ADDITIONAL COMPENSATION

Pursuant to the Rules of the Langlade County Board of Supervisors, the approval of the County Board is required to create new positions of employment and to approve the funding for employment positions. It is understood that upon creating a position with specific job responsibilities, that these initial job responsibilities may change over time such that additional job duties may be added. Department heads and managers are responsible to assign work that falls within the compensation range or pay classification for a position. Questions regarding assigning new work to positions should be referred to the Corporation Counsel.

The Matrix Committee has adopted this policy to address circumstances in which there has been a substantial change in the scope of job duties for a position such that the substantial majority of job duties and work time are dedicated to performing work of a nature and type that is compensated at a higher range on the Matrix.

REQUEST TO REVIEW COMPENSATION (Completed by Department Head)

NAME OF EMPLOYEE:

POSITION:

[Attach copy of current job description]

CURRENT COMPENSATION RANGE AND PAY RATE:

NAME/TITLE OF IMMEDIATE SUPERVISOR:

FOR THE FOLLOWING REASONS, I believe that there has been a substantial change in the scope of job duties such that the substantial majority of job duties and work time are dedicated to performing work of a nature and type that is compensated at a higher range on the Matrix.

Please provide information relevant to this request (i.e. dates/times that additional work was assigned, why the work was assigned to this position, other options considered prior to assigning work, etc.).

IDENTIFY THE ESSENTIAL FUNCTIONS PROVIDED BY THIS POSITION AND THE PERCENTAGE OF TIME ALLOCATED TO PERFORMING THESE FUNCTIONS.

WHAT IS YOUR RECOMMENDATION FOR ADDITIONAL COMPENSATION?

HOW SHOULD FUNDS BE ALLOCATED TO COVER THESE EXPENSES?