

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 2/07/2013

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dale Dahms, Dave Solin, Richard Hurlbert and Arlene Bonacci

MEMBERS ABSENT: None

OTHERS PRESENT: Robin Stowe, Gary Olsen, Tim Rusch, Kim Van Hoof, Duane Haakenson, Kathy Jacob, Sandra Fischer, Marilyn Baraniak, Craig Hotchkiss and Joy Pecha

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 3, 2013.

Motion by Dahms, seconded by Hurlbert, to approve the minutes of January 3, 2013 as printed. All ayes, motion carried.

At approximately 9:00 a.m., consider moving into closed session pursuant to Section 19.85(1)(c), Wisconsin Statutes, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: to discuss Highway Union Grievance #2-11, reorganization of the Land Records and Regulations Department and the new grievance procedure.

Motion by Hurlbert, seconded by Solin, to go into closed session at 9:05 a.m. Roll call Bonacci, aye, Dahms, aye, Hurlbert, aye, Solin, aye, Nonnenmacher, aye. The committee commenced to closed session.

At approximately 10:00 a.m., return to open session with possible action taken on any matters discussed during closed session.

Motion by Dahms, seconded by Bonacci, to return to open session. All ayes, motion carried. The Committee returned to open session at 10:15 a.m.

Motion by Dahms, seconded by Solin to approve the following Resolutions for Land Records:

RS #7-2013 Create Non-Union Position of Code Administrator

RS #8-2013 Create Union Position of Real Property Lister

RS#9-2013 Create Union Position of Assistant Code Administrator/Land Conservation Technician

All ayes, motion carried.

Consider converting Social Workers to exempt salaried employees.

Currently, social workers are scheduled to work 35 hours per week, are hourly employees who are eligible for compensatory time and/or overtime for additional hours of work. Social workers are oftentimes required to work additional hours when called into work by pager. The accrual of comp

time and the use of comp time are a constant concern given the workload. In order to address these concerns, some counties have converted social workers to salaried employees. If this Committee is interested in this proposal, then Robin will be contacting labor counsel to determine whether the existing positions qualify as FLSA exempt and also to identify the process for conversion. The process of conversion would likely include compensation based upon a 40 hour work week, including an average of pager pay and comp time. Discussion followed. Motion by Solin, seconded by Hurlbert to begin a study to convert hourly social workers to exempt salaried employees. All ayes, motion carried.

Discuss policy regarding compensation for interim Department Head positions.

Discussion followed regarding developing a possible formula for compensation. Robin and Gary will bring back formulas for the next meeting. It was the consensus of the Committee that the compensation granted should not result in greater pay than earned by the position that is currently vacant and to therefore consider a maximum payment of \$300 per month as additional compensation for interim appointments to fill vacant department head positions.

Consider recommendations to revise and clarify provisions of the new Employee Handbook.

The new handbook proposed to continue the old system of paying out "accrued" vacation if the employee provided the requisite notice for separation of employment. Since all vacation accruals prior to 12/31/2012 have been converted to PTO as "earned" paid time off, the handbook will be revised to indicate that earned PTO will be paid out at separation of employment. Motion by Hurlbert, seconded by Dahms that Robin revise page 10 of the new Employee Handbook. All ayes, motion carried.

Report on health insurance credits for elected officials that were in office in 2007.

The authorization to extend health insurance credits to elected officials was discontinued in 2007. The only remaining elected officials with health insurance credits are Sandy Fischer (Register of Deeds) and Kathy Jacob (County Clerk). The health insurance credits for these individuals has been set at: 6 months for Kathy and 8 months for Sandy. Motion by Hurlbert, seconded by Bonacci to give Kathy 6 months and Sandy 8 months of health insurance credit at time of retirement and to convert all previous sick leave at their hourly rate effective 12/31/12. All ayes, motion carried.

Report on decision of Non-Union Matrix Committee regarding Register in Probate position on the matrix.

As of 01/01/13, the position of Probate Register was converted from a union hourly position to a non-union hourly position. The compensation range for this position was initially established with the current compensation as the maximum hourly rate. The Probate Register requested that a new compensation range be established based upon the compensation data from comparable Counties. The Personnel Committee referred this request to the Compensation Matrix committee. It is the position of the Matrix Committee that this is not a new position, and that the compensation for existing positions occurs every five years. Therefore, the compensation for this position along with all other non-union positions will occur during the same review period. The Matrix Committee will conduct review of all non-union positions in 2014 with new compensation ranges taking effect January 1, 2015. Discussion followed. Information only, no action taken.

Discuss when the next non-union matrix compensation plan update should take place.

Motion by Hurlbert, seconded by Dahms to stay with the current non-union matrix compensation plan having the review in 2014. Four ayes, Bonacci no.

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

The bills were reviewed. No action taken.

Set date for next meeting.

The next regular meeting date will be March 7, 2013 at 9:00 a.m.

Adjourn the meeting.

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

Respectfully submitted:

Gail Dunlop