

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**The digital audio recording device used to record the meeting lost battery power and only recorded a portion of this meeting. Therefore these minutes have been prepared from the notes of meeting attendees provided to recording Secretary.**

**Meeting Date: 1/8/15**

**Time: 9:00 a.m.**

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Richard Hurlbert, Arlene Bonacci, Jim Jansen and Dale Dahms.

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Dave Solin, Robin Stowe, Ann Meyer, Ralph Uttke, Kim Van Hoof, Gary Olsen, Tim Rusch, Dave Solin, Marilyn Baraniak, and Craig Hotchkiss.

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 December 4, 2014.**

Motion by Dalms, second by Bonacci, to approve the minutes of the December 4, 2014 Personnel Committee meeting, all ayes, motion carried.

**Discuss request to refill vacant Secretary position in the District Attorney's Office.** Ralph Uttke explained that his secretary Judy Nagle took the Deputy County Clerk position and now he needs to refill the vacant position. Motion by Dalms, second by Bonacci, to approve refilling the vacant secretary position in the District Attorney's Office, all ayes, motion carried.

**Discuss request to refill vacant Economic Support Specialist position in the Department of Social Services.** Kim Van Hoof stated that one of the Economic Support Specialists retired at the end of the year and she is asking for permission to refill the position. The recruitment process will be an internal process. Motion by Dalms, second by Jansen, to approve refilling the vacant Economic Support Specialist position, all ayes, motion carried.

**Review with Finance Director a policy for payout of extended leave for employees appointed or elected to a County elective Office.** In the event that an employee retires (i.e., makes application for retirement with the Wisconsin Retirement System) then the County will pay out up to one-half of the employee's extended leave balance. However, if the employee does not "retire", then the employee is not entitled to any payout. The question has been presented to the Committee regarding whether an employee who is appointed or elected to a County elective office may be entitled to a payout of extended leave in the event that employment is lost through the election process. One option that was discussed at the December Committee meeting would

be to maintain the employee's extended leave balance for the current year in the event that employee returns to work for the County within that same year. The question was asked if this would be limited to elected officials or anyone who lost employment through means other than voluntary retirement. Motion by Hurlbert, second by Jansen to leave the existing policy for payout of extended leave as is and not make any changes, all ayes, motion carried.

**Set holiday schedule for 2015.** Motion by Bonacci, second by Dalms, to approve Friday, July 3<sup>rd</sup> as the observed holiday for July 4<sup>th</sup>, because the 4<sup>th</sup> falls on a Saturday, and to keep the floating holiday on Good Friday, April 3<sup>rd</sup>, all ayes, motion carried.

**Discuss Return to Work Policy, including telecommuting.** Robin Stowe explained that the Committee had considered a light duty / return to work policy in 2012 and a copy of that draft policy was distributed to the Committee. Robin also stated that there was recently a case where a salaried employee would be on FMLA and had requested permission to access their County email and handle some of their work from home. The Committee asked Robin to update the Return to Work Policy and bring this back to the Committee at their February meeting.

**Discuss Employee Handbook, including revisions regarding the Compensation Matrix and Cost of Living Adjustments.** Robin Stowe distributed a copy of some proposed revisions to the Employee Handbook and County Board rules. These revisions are necessary to address the new responsibilities of the Compensation Matrix Committee and the change in responsibilities of the Personnel Committee due to Act 10. This information will be shared with Management Team next week. The proposed revisions will be reviewed again by both the Personnel and Executive Committees in February and if approved at that time, then the revisions can be presented to the County Board for its review and approval. Attached is a listing of all the proposed revisions.

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

Committee reviewed the bills. No action required.

The Committee requested that the topic of discussing the current oversight structure for the Juvenile Justice Program be placed on the February Committee agenda.

**Set date for next meeting.**

The next regular meeting date will be February 5, 2015 at 9:00 a.m.

**Adjourn the meeting.**

A motion was made by Hurlbert, seconded by Dahms to adjourn the meeting at 10:00 a.m. All ayes, motion carried, and the meeting was adjourned.

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 1<sup>st</sup> (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 1<sup>st</sup> 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 Langlade County Government relating to labor union negotiations and labor disputes with the represented (union) protective occupation participant status employees (Langlade 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 Lantlade 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?