

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 7/7/2016

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

MEMBERS PRESENT: Doug Nonnenmacher, Dave Solin, Richard Hurlbert, Jim Jansen, Pete Pennington

MEMBERS ABSENT:

OTHERS PRESENT: Robin Stowe, RJ Weitz, Gary Olsen, Erik Rantala, Ron Nye, Becky Rank.

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

Pledge of Allegiance.

Approve/amend Minutes of June 15, 2016 Personnel Committee Meeting. Motion by Jansen, second by Pennington to approve the June 15, 2016 minutes as printed, all ayes, motion carried.

Approve/amend the Agenda of July 7, 2016 Personnel Committee. Motion by Pennington, second by Nonnenmacher to approve the July 7, 2016 agenda as printed, all ayes, motion carried.

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

Review new process for employee recognition (years of service and retirements). Gary Olsen, Finance Director, proposed to create an employee recognition policy starting at 5 years of service, with 5 year increments for each employee who meets the criteria. The money to fund this policy would come out of each employee's department budget. It is proposed to give \$50 for 5-20 years of service and \$100 for 25-50 years of service with this policy going retroactive effective 2017. No more resolutions or plaques will be provided to any employee once this policy is active. The recognitions will be given once a year during an employee banquet at the Veterans Memorial Park. Motion by Solin, second by Pennington to create an employee recognition policy starting in 2017, \$50 for 5-20 years of service and \$100 for 25-50 years of service with the 5 years increments, having a banquet held once a year at Veterans Memorial Park, no more resolutions and plaques will be provided after January 2017, all ayes, motion carried.

Request from the Forestry and Recreation Committee to hire a casual employee for invasive species control work on the County Forests. A request has been made by Erik Rantala, Forest Administrator, to create a casual employee position controlling invasive species within Langlade County. The Forestry Department has budgeted \$15,000 for the creation of this position. In the past years the Forestry Department has contracted with an outside company for the spraying of invasive species. Erik feels by hiring a casual employee for up to 1,000 hours would be more economical and would better control the invasive species within Langlade County. Motion by Solin, second by Pennington to approve the creation of a casual employee position for invasive species control in Langlade County, all ayes, motion carried.

Discuss the Handbook Advisory Committee. The Handbook Advisory Committee will meet August 4, 2016 after the Personnel Committee Meeting.

Review and revise Personnel Policies. RJ Weitz, Human Resource Director compiled a list of proposed wording changes to the Langlade County Policies and Employee Handbook. RJ presented the proposed changes to the Personnel Committee, with a discussion held on each one. See attachment.

Recruitment and Selection of Employees: Redaction of application information. Motion by Jansen, second by Nonnenmacher to accept the proposed wording change to the Recruitment and

Selection of Employees: Redaction of application information policy, all ayes, motion carried. See attachment.

Recruitment and Selection of Employees: Interview Process. Motion by Hurlbert, second by Solin to accept the proposed wording change to the Recruitment and Selection of Employees Policy in the Interview Process, all ayes, motion carried. See attachment.

Recruitment and Selection Process for Permanent Positions of Employment, B. Internal Recruitment: Motion by Hurlbert, second by Nonnenmacher to accept the wording change in the Recruitment and Selection Process for Permanent Positions of Employment, B. Internal Recruitment, all ayes, motion carried. See attachment.

Accountability and Complaint Resolution Policy: Motion by Pennington, second by Solin to accept the wording change in the Accountability and Complaint Resolution Policy, all ayes, motion carried. See attached

Compensation Plan New Hires and Promotions language: Motion by Solin, second by Hurlbert to accept the wording change in the Compensation Plan New Hires and Promotion language concerning the process for external and internal candidates to move on the Compensation Matrix, all ayes, motion carried. See attachment.

Compensation Plan New Hires and Promotions language: Motion by Pennington, second by Hurlbert to accept the working change in the Compensation Plan New Hires and Promotions language by removing the wording “probationary period”, all ayes, motion carried. See attachment.

Funeral Leave language: Motion by Jansen, second by Pennington to accept the wording change in the Funeral Leave language adding the word “consecutive”, all ayes motion carried. See attachment.

Retirement language: Motion by Jansen, second by Solin to accept the wording change to the Retirement language in the Employee Handbook, all ayes, motion carried. See attachment.

Review Human Resources Director Report. RJ Weitz, Human Resource Director, addressed the Committee about Sheriff Greening utilizing the Human Resource Director. The Personnel Committee stated that the County may withhold the funding for additional staffing within the Sheriff’s Department if he does not use the Human Resource Director.

County Supervisors were notified by the Sheriff that the County Board may not unreasonably withhold funding or manpower that may hamper the Sheriff’s duties. Committee requested formal response to be prepared by Corporation Counsel as County Supervisors would likely have questions regarding the Sheriff’s Memo.

Humans Resource Director referred to a Wisconsin Court of Appeals District 1 Case Law, published on June 1, 2016, stating that the Court of Appeals concluded that the Sherriff does not have unfettered statutory power to appoint law enforcement officers. Rather the legislature intended to grant the County Board the authority to regulate the number of law enforcement officers employed by the County. Information only.

At approximately 11:00 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), to consider employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; consider financial, medical, social or specific persons, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Motion by Jansen,

second by Pennington to move into closed session. Chairman Nonnenmacher aye; Solin aye; Hurlbert aye; Jansen aye, Pennington aye. The Committee commenced to closed session at 10:45 a.m.

Chairman Nonnenmacher asked to clear the room.

At approximately 11:15 p.m., return to open session with possible action taken on any matters discussed in closed session. Motion by Pennington, second by Solin to return to open session, all ayes, motion carried. The Committee returned to open session at 11:15 a.m. No action taken.

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. Thursday August 4, 2016
Room 203, Courthouse

Adjourn the Meeting. Motion by Hurlbert, Second by Jansen to adjourn the Personnel Committee meeting at 11:20 a.m. all ayes motion carried.

Respectfully Submitted,
Becky Rank, Recording Secretary

DRAFT

Policies-Language Revisions:
Recruitment and Selection of Employees

I. Recruitment and Selection Process for Permanent Positions of Employment:

B. **Internal Recruitment.** Upon the decision of the Hiring Body, the recruitment process may be limited to County employees only. Applicants shall be granted at least five (5) working days to respond to job announcement. The position shall be posted internally for all eligible employees who meet the minimum requirements of the position to apply. All eligible employees shall complete the Langlade County Internal Employment Application for Promotions and Transfers. The application will be forwarded to the Human Resources Department. The Hiring Body and Human Resources Department shall develop interview questions. Interviews will be scheduled for those eligible employees who meet the minimum requirements of the position. **County employees who apply for a County position and become a finalist for the position shall be allowed to interview during their normal work schedule.** The most qualified candidate will be selected based upon his/her education, work experience, skills sets, and interview results.

Selection Process:

The Hiring Body shall select only the best qualified applicants for screening and final selection.

All applications are received by the Human Resources Department. The Human Resources Department redacts personally identifiable information from the original applications creating two separate application files (redacted and original).

The redacted applications are then screened by the Human Resources Director, the Department Head, and an individual from the department. Once all parties have screened the redacted applications, the Human Resources Director provides the parties with the (un-redacted) applications with the names and personal information of the applicants and rank the applications solely on the basis of the qualifications identified from the application materials.

Interview Process:

The interview committee shall consist of the Human Resources Director, Department Head, and the Oversight Committee Chairperson.

County employees who apply for a County position and become a finalist for the position will be allowed to interview on County time during their normal work schedule and not have to use PTO, vacation, break period, or lunch period for the interview.

Accountability and Complaint Resolution Policy:

Objectives:

> The process to file a complaint will be clearly identified (i.e., posted) and will allow for the filing of anonymous complaints.

> **The ability to file an anonymous complaint is designed to promote public confidence in government to the extent that the complaint may identify other sources who may corroborate the complaint, while also protecting the integrity of public employees and officials against false accusations.**

> Complaints, which are capable of substantiation (i.e., complaint provides sufficient and reliable information to support an effective investigation), will be investigated in a timely, thorough and fair manner.

> If a complaint does not contain sufficient and reliable information in order to support an effective investigation, then the receipt of the complaint will be documented with a notation that County is unable to conduct an effective investigation and until such time as additional information is presented in support of the allegations contained in the complaint, no further action will be taken at this time.

> The process maintains the confidentiality of the complainant and all the information gathered during the investigation to greatest practicable extent.

> The process receipt of the complaint, the process used to investigate the complaint, and the findings, and any remedial action taken will be documented (i.e., complaint substantiated or unsubstantiated).

Employee Handbook-Language Revisions:

M. COMPENSATION PLAN

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 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 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 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).

A department head is authorized to refill a vacant position with HR negotiating the wage up to the control/midpoint point, e.g., Step 5 and no more than one (1) Step above the control/midpoint on the Compensation Matrix with the exception of Department Head positions. If additional funds are required for the hiring, then the oversight and Finance Committees will need to determine the funding source. New employees (or employees who were promoted/transferred to another position) will become eligible to advance to the next compensation step after 12 months.

II. EMPLOYMENT, HOURS OF WORK AND PAY

A. INITIAL EMPLOYMENT (PROBATIONARY PERIOD)

B. TRANSFERS/PROMOTIONS

When employees either transfer from one department to another, or receive a promotion within the County, the employee will serve a 12 month probationary period. their probationary period in the new position will be determined by the Department head or the oversight committee.

E. FUNERAL LEAVE

Immediate Family. In the event of a death in the immediate family, each employee shall be given funeral leave with pay, not exceeding three (3) consecutive days, to attend the funeral and to take care of necessary arrangements. Immediate family is defined as spouse, registered

domestic partner, children, step-children, parents, parents-in-law, step-parents and step-parents-in-law, sisters, brothers, children's spouses, grandparents and grandparents-in-law, and grandchildren. Funeral leave for "immediate family" does not require substitution of PTO or Extended Leave.

Other Family Members: Each employee shall receive two (2) **consecutive** days off to attend the funeral of a relative other than a member of the immediate family. This leave shall be limited to the funeral of brothers-in-law, sisters-in-law, aunt, or uncle. The employee must attend the funeral or services to be eligible for such leave. Such days off shall be deducted from *PTO* or *Extended leave bank*.

K. RETIREMENT

The County will make such contributions to the State *Retirement* Fund or the University of Wisconsin-Extension Federal *Retirement* fund as may be required by law. Contact the Finance Department for a current schedule of *retirement* benefits.

An employee will be considered officially retiring from County employment when the Human Resources Department and Finance/Payroll receive official notice from WRS/ETF that the employee is officially retiring and the employee sends official written notice to the Human Resources Department that he/she is officially retiring from County employment.