

**LANGLADE COUNTY  
JOINT EXECUTIVE AND PERSONNEL COMMITTEE REPORT**

**Meeting Date: 3/08/2012**

**Time: 7:30 a.m.**

**CHAIRMAN:** James Jansen and Dave Solin

**MEMBERS PRESENT:** James Jansen, Michael Klimoski, Dale Dahms, Richard Hurlbert, George Bornemann, Doug Nonnenmacher, Ron Nye, Dave Solin, and Gene Kamps

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Robin Stowe, Gary Olsen, Becky Frisch, Tim Rusch, Cynthia Taylor, Bill Greening, and Bob Beneshek.

The meeting was called to order at 7:30 a.m. by Chairman Jansen and Chairman Solin in the Law Library Room 205 of the Langlade County Courthouse, 800 Clermont St, Antigo, WI 54409.

**Discuss Employee Handbook.**

Robin Stowe explained that with the passage of the Budget Repair Bill the County has four unions that will now fall under an employee handbook as of 1/01/13. The department heads and Jim Jansen have been working on a new employee handbook for the County since January. There were a total of eight meetings to complete the handbook. The handbook was not copied from another organization; it was created by scratch by the Employee Handbook Workgroup. Robin shared with the Committee the guidelines that were followed by the Workgroup to complete the handbook. These guidelines were: Reduce costs of County services, enhancing the efficiency of County operations, recognize and address the impact on employee morale resulting from significant change, including the transition from existing union contracts, recognize and address citizen inquiries regarding differences between private and public employee benefits. The main changes to the handbook related to how overtime would be calculated. The new handbook will follow the Fair Labor Standards Act (FLSA) regarding calculating overtime. Under FLSA, overtime is calculated on all hours worked over 40 hours a week. The other change is moving from the current vacation, sick leave policy to a Paid Time Off (PTO) policy. This will allow more flexibility for department heads to manage the time off in their departments. This will also change how accrued benefits will be paid out. The Committees then reviewed the handbook. Motion by Bornemann, second by Hurlbert, to approve the revised Employee, all ayes, motion carried.

**Determine when to submit the Employee Handbook to the County Board for its review and approval.**

The Committee discussed when the Employee Handbook would go to the County Board for its review and approval. Motion by Dahms to bring the handbook to the March County Board meeting, second by Kamps, all ayes, motion carried.

**Adjourn the meeting.**

A motion was made by Klimoski, seconded by Hurlbert to adjourn the Personnel Committee meeting. All ayes, motion carried, and the meeting was adjourned at 9:10 a.m.

Respectfully submitted:  
Gary D. Olsen