

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 5/02/2013

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

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

MEMBERS ABSENT: None

OTHERS PRESENT: Robin Stowe, Gary Olsen, Tim Rusch, Bill Greening, and Chet Haatvedt.

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 April 4, 2013.

Motion by Dahms, seconded by Bonacci, to approve the minutes of April 4, 2013 as printed. All ayes, motion carried.

Review County's Grievance Procedure, Separation Procedure and Procedure for reference check inquiries from other employers.

The Committee previously met in closed session with the Executive Committee and labor relations counsel. The Committees decided that no revisions to the County's Grievance Procedure were necessary at this time (i.e., the Personnel Committee would continue to serve as the Impartial Hearing Officer), that during the time period for filing or processing a grievance, the Board Chairman and Corporation Counsel are authorized to resolve the grievance within certain limits, and the Committees agree to adopt a policy for providing employment references as recommended by labor counsel. Under the employment reference policy, the County will only provide basis employment information (dates of employment, wage rate, etc.) unless the former employee signs a release of information which releases the County from any liability. Motion by Dahms, seconded by Hurlbert to adopt the policy for Separation Agreements and Employment References. All ayes, motion carried. No changes will be made to the Grievance Procedure at this time.

Consider revision to Employee Handbook to address Emergency Call-In Pay for Corrections/Dispatch employees.

The Personnel Committee has been authorized by the County Board to revise the Employment Handbook as it deems necessary. The Handbook also calls for the establishment of an Employee Handbook Advisory Committee to make recommendations to the Personnel Committee for revisions. The Handbook has been in effect for four months, and we have found it necessary to make some revisions to clarify procedures and to ensure consistency with applicable employment rules and regulations. Although the Handbook is based upon the applicable criteria of the Fair Labor Standards Act with respect to overtime pay, management understood the need to continue the practice of certain pay incentives, such as call-in pay. It was recently brought to the Sheriff's attention that there no longer exists any incentive pay for Corrections and Dispatch employees who are called in to fill a shift when an employee calls in sick on short notice. Sheriff Greening advised that in dispatch there are a limited number of employees (seven full-time dispatchers) with six working 12-hour shifts. There are

limited dispatchers who are available to fill emergency shifts. Therefore, it is proposed that when a Corrections/Dispatch employee is called in to fill a shift due to emergency use of PTO (i.e., less than 24 hours notice), then the employee called in to work will be paid at the rate of time and one-half for that shift. Also, due to the shift schedule, it is recommended that we change the start time for Holiday pay from 6a.m. to 12a.m. Gary explained this should not impact the Sheriff's department budget given the anticipated savings from not having the guaranteed overtime as set forth in the previous collective bargaining agreement. This will require a program change for the automated payroll system (Kronos). Motion by Bonacci, seconded by Olsen to approve the change. All ayes, motion carried.

Consider total base wage (TBW) agreements with AFSCME Unions.

Previously, the County was unable to reach a TBW with the AFSCME unions (Courthouse, Professional and Highway) because the County's offer took into consideration Res. 7-2012 which called for equivalent changes to health insurance. The unions requested that the County Board reconsider Res. 7-2012. After the County Board renewed its intent to make equivalent changes to health insurance for the AFSCME union employees, the unions met and ratified the County's last TBW offer. This offer was still "on the table". Although health insurance is not a subject of TBW bargaining, the Committee still believes that by accepting significantly less cost-of-living adjustment (seven tenths of one percent) which will not be retroactive, this represents a fair and equitable means of applying the intent of Res. 7-2012. As noted during the discussion at the last County Board meeting, since the County does not want to administer two different health plans for its employees, it is difficult to determine what an equivalent cost would be for those union employees that had a different health plan for 2012. By agreeing to this TBW offer, the AFSCME union employees will receive less cost-of-living adjustment than was granted to other employees who were covered by the higher cost health plan in 2012 (i.e., increased deductibles, copays and office visit charges). Motion by Hurlbert to approve the TBW Agreements and present a resolution to the County Board at its next meeting, second by Bonacci. All ayes, motion carried.

Fill vacant mechanic position in the Highway Department.

Tim Rusch explained the need to replace the mechanic position due to a resignation. The Highway Committee has approved refilling the vacancy. Motion by Hurlbert, seconded by Dahms to refill the vacant mechanic position in the Highway Department. All ayes, motion carried. It was noted that since this vacancy has occurred during the probationary period, then County Board approval is not required to fill this vacancy.

Review 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 June 6, 2013 at 9:00 a.m.

Adjourn the meeting.

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

Respectfully submitted:
Gail Dunlop