

**LANGLADE COUNTY
PERSONNEL COMMITTEE REPORT**

Meeting Date: 5/5/2016

Time: 9:00 a.m.

CHAIRMAN: Doug Nonnenmacher

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

MEMBERS ABSENT:

OTHERS PRESENT: Judy Nagel, Tammy Wilhelm, Robin Stowe, Duane Haakenson, Joe Novak, Ron Nye, Marilyn Baraniak, Sheriff Greening, Deputy Sheriff John Shunke, Gary Olson, 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 April 7, 2016 Personnel Committee Meeting. Motion by Jansen, second by Hurlbert to amend (no second in filling Dep. Register in Probate) and approve the minutes of April 7, 2016, all ayes, motion carried.

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

Election of Committee Vice-Chairman and Secretary. Pennington nominated Hurlbert for Vice-Chairman of Personnel, motion by Jansen to close nominations, second by Solin to nominate Hurlbert for Vice-Chairman, all ayes motion carried.

Solin nominated Jansen for Secretary for Personnel, motion by Hurlbert to close nominations, second by Pennington to nominate Jansen for Secretary, all ayes, motion carried.

At approximately 9:10 a.m. consider moving into closed session pursuant to Sec. 19.85 (1)(c) Wis. Stats., considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility, to discuss the compensation of individual County employees. This is for the purpose of discussing department reorganization. Motion by Hurlbert, second by Jansen to move into closed session, Chairman Nonnenmacher, aye, Pennington, aye, Solin aye, Hurlbert aye, Jansen, aye. The committee commenced to closed session at 9:10 a.m.

Nonnenmacher asked to clear the room.

At approximately 10:30 a.m., return to open session with possible action. Motion by Hurlbert, second by Solin to return to open session, the Committee returned to open session, all ayes, motion carried.

Motion by Pennington, second by Hurlbert to approve the GIS position in Land Records & Regulation, all ayes, motion carried.

Note: Robin Stowe was excused at this point in the meeting to attend a Wisconsin Association of Corporation Counsels meeting in Milwaukee.

Discuss Conversion to mandatory e-filing for the Circuit Court. Marilyn Baraniak, Clerk of Court discussed how the office is converting to paperless by using e-filing. Marilyn stated that all small claims and traffic cases are already using this process and if all goes as planned by 2017 all cases in the Clerk of Courts will be paperless by using the e-filing. No action taken, discussion only.

Discuss employee years of service recognition proposal. Gary discussed different options and costs for employee recognition. Supervisor Solin also made some suggestions and asked that Gary compile the data and bring back to the June Personnel Meeting. No action taken, discussion only.

Discuss proposal for a full-time Deputy Sheriff position for Courthouse Security. Sherriff Greening discussed the need for a full-time Deputy Sherriff's and Courthouse Security. The full-time Deputy Sherriff's would be assigned to the courthouse during courthouse hours and also be utilized on the road. Motion by Solin, second by Pennington to hire a full-time Sherriff's Deputy with the help of Human Resources Director per Resolution 27-2016 Directive to utilize the Human Resource Department, all ayes, motion carried.

Discussion followed on the possibility to hire two to three Deputy Sherriff's, Gary Olsen, Finance Director said he would discuss with the Finance Committee.

Selection of one Committee Member to serve on the Matrix Committee. Hurlbert nominated Jansen for the member to serve on the Matrix Committee, motion by Solin to close nominations, second by Pennington to nominate Jansen to serve on the Matrix Committee, all ayes, motion carried.

Discuss the Handbook Advisory Committee. Asked to bring back in the June Personnel meeting, No action taken.

Review and revise Personnel Policies, including the new Accountability and Complaint Resolution Policy.

- a. **clarify the committee of primary jurisdiction for reviewing certain types of complaints (Personnel, Executive or Oversight Committee).** RJ Weitz reviewed with the Committee the steps involved in the new Accountability and Complaint Resolution Policy. See attached
- b. **clarify which parties are consulted during the disciplinary process.** RJ Weitz clarified that there is a need to know basis and at times a maximum six people will need to know about the disciplinary process, The Department Head, Human Resource Director, Corporation Council, County Board Chairman, Personnel Committee Chairman and the Oversight Committee Chairman. Review only, no action taken.

Review Human Resources Director Report.

- a. **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 Hurlbert, second by Pennington to move into closed session, Chairman Nonnenmacher, aye, Pennington, aye, Solin aye, Hurlbert aye, Jansen, aye. The committee commenced to closed session at 11:49 a.m.
Nonnenmacher asked to clear the room.

b. At approximately 11:15 p.m., return to open session with possible action taken on any matters discussed in closed session. Motion by Solin, second by Hurlbert to return to open session, the Committee returned to open session at 11:55 a.m., all ayes, motion carried. 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. Wednesday June 15, 2016 at 9:00 a.m.
Room 203, Courthouse

Adjourn the Meeting. Motion by Hurlbert, Second by Nonnenmacher to adjourn the Personnel Committee meeting at 12:00 pm. all ayes motion carried.

Respectfully Submitted,
Becky Rank, Recording Secretary

Recruitment & Selection of Employees Policy:

B. Internal Recruitment. Upon the decision of the hiring body, the recruitment process may be limited to the pool of existing County employees only. 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. The most qualified candidate will be selected based upon his/her education, work experience, skills sets, and interview results.

If the recruitment results in the transfer of an employee from one County Department to another, then the transfer shall not take effect until 45 days after the affected Department Head has been notified of the requested transfer. Upon mutual agreement of the applicable Department Heads, transfers between departments may take effect before the expiration of the 45 day time period. ~~An employee who is laterally transferred to a different position or promoted to a different position, including a newly created position shall be moved to the next step of the Compensation Matrix that affords him/her a pay increase.~~ Employees transferring or being promoted to a higher level position shall move to the next step on the matrix that affords them an increase equivalent to the one they would have earned as of the first of the next year.

M. COMPENSATION PLAN

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. ~~An employee who is laterally transferred to a different position or promoted to a different position, including a newly created position shall be moved to the next step of the Compensation Matrix that affords him/her a pay increase.~~ Employees transferring or being promoted to a higher level position shall move to the next step on the matrix that affords them an increase equivalent to the one they would have earned as of the first of the next year.

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 Langlede 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. The most qualified candidate will be selected based upon his/her education, work experience, skills sets, and interview results.

EDUCATIONAL EXPENSE REIMBURSEMENT POLICY

I. REQUESTED EDUCATION AND TRAINING

An eligible employee may request reimbursement of educational expenses that would assist the employee in the performance of existing job duties or otherwise enhance the employee's skills, knowledge and abilities as would benefit Langlade County. It is the responsibility of the employee to request educational reimbursement for coursework or a class and prior approval from his/her department head or oversight committee for reimbursement of the educational coursework or class. Educational expenses that are neither required nor necessary for the employee's current position are not eligible for reimbursement. The appropriate oversight committee may approve reimbursement of up to \$2,000 per year of the eligible employee's educational expenses (limited to tuition and books only) subject to the following conditions:

II. CONDITIONS OF REIMBURSEMENT

The requested education would assist the employee in the performance of existing job duties or otherwise enhance the employee's skills, knowledge and abilities as would benefit Langlade County. The employee understands that the requested education does not automatically qualify the employee for any salary adjustment or other type of promotion.

The employee submits proof of registration and satisfactory completion of educational courses.

The employee shall not receive any reimbursements for incidental expenses, such as travel time, mileage, meals or lodging.

Funding is available in the department budget under the appropriate line item.

Reimbursement shall not be made until after the educational courses are completed. The employee must receive a passing grade of "C" or above to receive the educational reimbursement.

The employee enters into a written agreement to remain employed with the County for a period of two (2) years after reimbursement is made. If the employee fails to remain employed by the County for a period of two years, then the employee agrees to repay educational reimbursements made during that period, on a pro rata basis.

Any leave of absence during normal work hours to attend educational sessions requires prior approval of the employee's supervisor/department head and appropriate oversight committee.

APPENDIX

<i>Langlade County</i>		
ISSUE DATE	POLICY TITLE:	POLICY NO. RESOLUTION
REVISION	Department Re-Organization Plan Process Policy	

The intent of this policy is to provide a formal process and guidance to department heads regarding the process for department re-organizations.

1. STATEMENT

To provide a uniform and consistent process for department re-organizations. A department head may decide to re-organize his/her entire department or only a few positions within his/her department due to significant, substantial, or major changes to the position(s) duties pertaining to operational or business needs. **A department re-organization does not include a promotion, a transfer, a demotion, a compensation review request, or a compensation pay increase.**

2. Re-Organization Process

The Department Head will complete the Department Reorganization Plan Questionnaire and Department Reorganization Plan Checklist forms.

The Department Head will complete a new job description for each position involved in the department re-organization using Langlade County's Master Job Description form.

Copies of the old job description(s) and new job description(s) will be forwarded to the Human Resources Director for review.

Copies of the old organizational chart and the new organizational chart will be forwarded to the Human Resources Director.

Using the Department Reorganization Plan Questionnaire form the Department Head will provide a detailed written explanation regarding the reason(s) for the proposed department re-organization and the position(s) included in the proposed department re-organization.

Upon completion of the Department Reorganization Plan Questionnaire and Department Reorganization Plan Checklist forms, the Department Head will forward the forms and all required documents to the Human Resources Director. The Human Resources Director will review of the proposed department re-organization. Upon completion of the review, the Human Resources Director will forward the documents to the Administrative Coordinator and Finance Director for review.

2. Oversight Committee

Upon completion of the Administrative Coordinator's and Finance Director's review of the proposed department re-organization, the Department Head will present his/her proposed department re-organization to his/her Oversight Committee for review. ~~The Human Resource Director will be present at the Oversight Committee meeting.~~

- a. ~~The Oversight Committee will meet in closed session with the Department Head to discuss and review the proposed department re-organization. Upon completion of the review, the Department Head will be asked to leave the closed session.~~
- b. ~~The Oversight Committee will then meet with the Human Resources Director in closed session.~~
- e. ~~The Human Resources Director will be asked to leave the closed session so that the~~

~~Oversight Committee may discuss and make a determination on the proposed department re-organization.~~

- ~~d. The Oversight Committee may approve the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization.~~
- ~~e. Once the Oversight Committee makes its determination of the proposed department re-organization, the Committee will invite the Human Resources Director back to the closed sessions with their decision.~~
- ~~f. The Human Resources Director will contact the Department Head with the Oversight Committee's decision regarding the proposed department re-organization.~~
- ~~g. If the Oversight Committee denies the proposed department re-organization, the department re-organization is closed and will not be moved forward to the Personnel Committee.~~
- ~~h. a. If the Oversight Committee approves the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization, the proposed department re-organization will be forwarded to the Personnel Committee.~~

3. **Personnel Committee**

The Personnel Committee will review the proposed department re-organization, including other documentation from the Department Head, Oversight Committee, Human Resources Director, Administrative Coordinator, and Finance Director.

The Personnel Committee is charged with reviewing and analyzing the proposed department re-organization on a County-wide basis to determine if there are alternatives that are more beneficial to the overall County operations and business needs.

- a. The Personnel Committee may approve the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization.
- b. If the Personnel Committee denies the proposed department re-organization, the department re-organization is closed. ~~and will not be moved forward to the Matrix Committee.~~
- e. If the Personnel Committee approves the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization, **the Department Head may proceed with the department re-organization.** ~~the Committee will forward the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization to the Matrix Committee, including Department Reorganization Plan Questionnaire and Department Reorganization Plan Checklist forms, organizational charts, and new position descriptions.~~

~~d. —~~

4. **Matrix Committee**

~~— The Matrix Committee will determine and set the salary for the new position(s) based on comparable internal and external market data/information and comparable positions.~~

- ~~a. If the Matrix Committee denies the proposed department re-organization, the department re-organization is closed and will not be moved forward to the County Board.~~
- ~~b. If the Matrix Committee approves the entire proposed department re-organization or only specific positions that have had significant/substantial/major changes in duties within the proposed department re-organization, the Committee will determine the appropriate salary for the new position(s) based on internal and external market data and comparable positions, the Committee will forward the salary recommendation to the County Board.~~

e. _____

5. **County Board**

~~_____The County Board will discuss, review, and approve a final salary for the new position(s).~~

Chain of Command.

Complaints shall be reported to the appropriate level within County government who possess the authority to investigate a complaint, including the Human Resources (HR) Director.

For non-department head level positions, the HR Director is authorized to investigate the complaint. The HR Director shall report the receipt of a complaint to the Department Head, Corporation Counsel and to the Personnel Committee Chairman. Depending upon the severity of the complaint, the HR Director may seek guidance and assistance from the Personnel Committee, in closed session, in conducting the investigation.

For Department Head positions, the oversight committee in conjunction with the HR Director are authorized to investigate the complaint. Depending upon the severity of the complaint, the oversight committee may delegate this responsibility to the Personnel Committee.

The chain of command within departments shall be identified by an organizational (authority) chart with the Department Head at the top of the departmental chain of command. Complaints that reach the level of management/supervisory staff within a department shall be reported to the Human Resources Department.

The chain of command for Department Heads is the oversight committee, then Administrative Coordination Team (composed of the Administrative Coordinator/ Corporation Counsel and the County Board Chairman), then the Executive Committee, and then the County Board.

If a complaint involves either the Human Resources Director or the Corporation Counsel / Administrative Coordinator, then arrangements shall be made to retain services to replace the responsibilities of these positions within the Chain of Command on a “standby” or interim basis.

If a complaint involves a member of the County Board or a standing committee of the County Board, then the matter shall be reported to the Executive Committee and addressed using the procedure outlined in the Rules of the County Board.