

## Agenda

**Human Resources Committee  
Jefferson County Courthouse  
320 S Main St, Room 112  
Jefferson, WI 53549**

**November 30, 2011 @ 2:00pm**

Committee Members: James Braughler, Chair; Mary Delany; Craig Peterson, Secretary; Dick Schultz and Lloyd Zastrow, Vice-Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of November 15, 2011 minutes
7. Review of Quarterly Retirement Recognitions
8. Discussion and consideration of policy or ordinance changes:
  - a. Creation of Ordinance HR0135, Employment at Will, and elimination of any reference to “probationary” period or “regular” positions guaranteeing employment within the Personnel Ordinances
  - b. HR360, Hours of Work, Overtime, and Compensatory Time and consideration of implementation of Fair Labor Standards, addressing on-call and call-in situations and shift differentials
  - c. HR0390, Terminal pay, and consideration of employees paying back benefit time used but not yet accrued
  - d. Elimination of HR0605, Benefit Waiting Period
  - e. HR0620, Contingency, and consideration of ceasing the practice and grandfathering current employees
  - f. HR0645, Holidays, and consideration for positions consistently scheduled to work holidays as well as addressing call-ins the day prior or the day after a paid holiday
  - g. HR0680, Sick Leave with Pay, and clarifying when sick pay may be used after accrual, applying the practice consistently throughout the County
  - h. HR0690, Vacation with pay, and conforming to practice and consideration to allow employees to borrow against the future accruals in instances of catastrophic circumstances
9. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85(1)(e) and 19.85(1)(f), update and consideration of union negotiations and consideration of employee(s) specific medical history as it relates to a leave of absence request
10. Reconvene into open session for consideration and possible action regarding items discussed in closed session
11. Discussion and possible ratification of 2011 union contracts with AFSCME Courthouse, Health, Highway, and Human Services Local
12. Discussion and possible action recommending a 2011 wage adjustment for non-represented employees
13. Discussion and recommendation of a resolution establishing employee health insurance contribution rates for 2012
14. Set next meeting date and agenda
15. Adjournment

**Next scheduled meeting: December 20, 2011 @ 8:30am; January 17, 2011 @8:30am**

The Committee may discuss and/or take action on any item specifically listed on the agenda

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**