

Agenda –
****Revised November 30, 2012***
Human Resources Committee
Jefferson County Courthouse
320 S Main St, Room 112
Jefferson, WI 53549

December 3, 2012 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder, and Dick Schultz, 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 20, 2012 minutes
7. Communications
 - a. Retirement Notice from Gary Petre, County Administrator
 - b. Quarterly Retirement Recognitions
8. Discussion and possible recommendation of a resolution adopting the proposed 2012 Compensation and Classification Study, including but not limited to implementation process, exempt vs. non-exempt positions, combination or consolidation of positions, job-title changes and a classification review process
9. Discussion of all Personnel Ordinances under HR0300, Compensation, and Personnel Ordinance HR0250, Exempt Service, and consideration of amendments affected by implementation of the Classification and Compensation Study
10. Review of HR0655, Longevity, and possible amendment to clarify treatment of employees who were hired into a position covered by an AFSCME contract between 1/1/05 and 12/31/11
11. Consideration to amend HR0270, Qualifications of Employees, establishing a residency requirement for the County Administrator position
12. Discussion of delinquent performance evaluations in the Clerk of Courts Office
13. ****Discussion of promoting health and wellness opportunities to County employees***
14. Report from Human Resources Director, including position filled, emergency help requests, new hires starting above minimum, Longevity payments and Hazardous pay contributions
15. Set next meeting date and agenda
16. Adjournment

Next scheduled meeting: December 18, 2012 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.