

Agenda

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

February 12, 2013 @ 6:15 p.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 January 15, 2013 minutes
7. Communications
8. Consideration to amend Personnel Ordinance, HR0690, Vacation with Pay, to revise the vacation carryover process
9. Status report of Request for Reviews following the Compensation and Classification Study
10. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline
11. Reconvene into open session for consideration and possible action regarding items discussed in closed session
12. Set next meeting date and agenda
13. Adjournment

Next scheduled meeting: February 19, 2013 @ 8:30 a.m.

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.

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
January 15, 2013 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:31am by J. Braughler.
2. Present: J. Braughler, G. David, J. Schroeder (arrived 8:32am), and D. Schulz. Excused: P. Rogers. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, B. Lamers, K. Cauley, K. Spory (Daily Union)
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by D. Schultz, second by G. David, to approve the December 3, 2012, minutes as printed. Motion carried 4:0.
7. Communications: Memo from Judge Koschnick regarding the Classification and Compensation Study.
8. Motion by D. Schultz, second by G. David, to recommend to County Board the creation of one occasional part-time Cook in the Sheriff's department. Motion carried 4:0.
9. Motion by D. Schultz, second by G. David, to recommend to County Board the creation of one part-time Family Development worker at Human Services, with the ability to work up to full-time. Motion carried 4:0.
10. Motion by J. Schroeder, second by G. David, to approve the Review of the Birth-to-Three/Preschool Supervisor to a Grade 9, and begin the recruitment process. Motion carried 4:0.
11. Discussion of HR0690, Vacation pay, and language that does not provide exception to vacation carryover for extreme circumstances that occur from December 16 – December 31. Consensus of the Committee to be able to provide an exception for late requests. Staff asked to draft language for next meeting.
12. Discussion of interpretation of language of vacation carryover being forfeited in section HR0690, Vacation Pay, and all accrued vacation being paid out upon termination in HR0390, Terminal Pay. Committee agreed there are inconsistencies between the two sections and requested staff to bring back to next meeting language that effective 1/1/14, would eliminate any carryover in excess of 40 hours annually, and any hours up to 40 that are carried over to be used by December 31 or forfeited. Also, address the possible rare exception of vacation that was scheduled in the last two weeks of the year and cancelled by the County. These occasions to be reviewed by the County Administrator and if these hours are approved for carryover, the County Administrator also, designate a timeframe to use by, or forfeited. Motion by D. Schultz, second by J. Schroeder, to interpret sections HR0390 and HR0690 to allow the payout upon termination/retirement of any vacation hours carried over in excess of 40. Motion carried 4:0.

13. Motion by D. Schultz, second by G. David, to approve Gary Petre's request to carryover an additional 80 hours of vacation, in excess of 40 hours, to be used by April 1, 2013. Motion carried 4:0.
14. Employee Interest Survey regarding CSAs (Community Supported Agriculture) was shared with the Committee. About 20% of the County's employees responded, with approximately 75%, in general, being very or somewhat interested in having Jefferson County as a drop-off location for a CSA.
15. Motion by D. Schultz, second by J. Schroeder, to recommend the County move forward exploring the possibility of being a drop-off location for a CSA(s) and direct the Human Resources Director to facilitate the process. Motion carried 4:0.
16. Status report of the Reviews, as part of the Classification and Compensation Study was provided to the Committee. Included was a cost summary of a proposal by A. Jenswold, Highway, on handling appeals/reviews from the Highway department, as well as a summary of 42 positions (135 employees) requesting reviews.
17. Status report on the recruitment for the County Administrator's position, including information that a RFP was developed, with nine proposals submitted. Staff will make recommendations of 2 – 3 firms to interview with the Administrator Search Committee on January 30.
18. Next meeting scheduled for 6:30pm on Tuesday, February 12, to address personnel ordinances to be presented to County Board that evening. Next regular meeting scheduled at 8:30am on Tuesday, February 19, 2013.
19. Motion by G. David, second by D. Schultz, to adjourn. Meeting adjourned at 10:21 am.

Human Resources Committee Secretary

Date

ORDINANCE NO. 2012-____

Amend Personnel Ordinance to modify the process for vacation carryover requests

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Section HR0690, Vacation with Pay, of the Personnel Ordinance is amended as follows:

HR0690

VACATION WITH PAY.

- A. Vacation week means that number of days customarily worked by an employee in the service of the County in a normal 7-day week. Vacation day means that number of hours customarily worked by an employee in the service of the County in a normal 24-hour day. Notwithstanding the foregoing, department heads may require part-time employees to take vacation days in blocks of 5 [am. ord. 85-7, 6/11/85]
- B. Vacation eligibility shall be determined on the basis of length of continuous service of each employee as of January 1 of each calendar year. Eligible employees shall be entitled to paid annual vacation leave as follows:
1. Employees with less than 6 years of service shall earn vacation at the rate of 5/6ths of a day per month or major fraction thereof for each month of service. 12 months shall equal 2 vacation weeks. [am. ord. 2006-30, 03/13/07]
 2. Employees with more than 6 years of service but less than 13 years of service shall earn vacation at the rate of 5/4ths of a day per month or major fraction thereof for each month of service. 12 months shall equal 3 vacation weeks. [am. ord. 2006-30, 03/13/07]
 3. Employees with more than 13 years of service but less than 19 years of service shall earn vacation at the rate of 5/3rds of a day per month or major fraction thereof for each month of service. 12 months shall equal 4 vacation weeks. [am. ord. 2006-30, 03/13/07]
 4. Employees with more than 19 years of service shall earn vacation at the rate of 2-1/12 days per month or major fraction thereof for each month of service. 12 months shall equal 5 vacation weeks. [cr. ord. 85-7, 6/11/85; am. ord. 2006-30, 03/13/07]
- C. Upon recommendation of the County Administrator or Human Resources Director Manager, the Human Resources Committee may approve starting a new employee at an earning rate other than two-weeks per year, not to exceed three-weeks per year, by crediting the employee with the appropriate number of years of service for vacation purposes only.
- D. Under rare and/or catastrophic circumstances, employees who have completed their qualifying period may borrow against *next* year's vacation already accrued with approval of the department head, Human Resources Director and County Administrator. [am. 12/13/11, ord. 2011-21]
- E. Department heads shall have full responsibility and discretion for setting vacation periods for all employees under their supervision during the calendar year. In doing so the department head shall be guided by the good of the County service and orderly conduct of the work and functions of each particular department. Department Heads shall monitor accrual balances to ensure that each employee has a reasonable opportunity to use accrued vacation. [renumbered 12/13/11, ord. 2011-21]

- F. All employees shall be encouraged to make use of earned vacation time in accordance with the provisions of this ordinance. Any employee who is given a reasonable opportunity to take earned vacation and who does not do so shall be deemed to have waived said vacation and shall not be entitled to compensation thereof. ~~The use of vacation time in small units shall be discouraged. An employee may, with department head, Human Resources Director and County Administrator approval, carry over a maximum of 40 hours vacation time which shall be used by December 31 of the succeeding year, or be forfeited, from one year to the next.~~ Requests for approval to carry over any additional days of vacation must be made to the Human Resources Department no later than December 15 and approved by the County Administrator, and include the maximum number of hours to carry over and the reason(s) the employee was unable to use the accrued vacation time. The Administration and Rules Committee shall decide any request made by the County Administrator. If approved, additional days must be used by March 1 of the succeeding year, unless an extension is approved by the County Administrator or designee. A report summarizing approved requests shall be made to the Human Resources Committee. [am. ord. 2005-43, 02/14/06; am. ord. 2007-50, 03/11/08; renumbered 12/13/11, ord. 2011-21]
- G. ~~Hours in excess of 40 may be considered for carry over only for employees whose vacation was cancelled by the County during the last two weeks of the year. If this occurs, a written request shall be made by the employee, approved by the department head, and submitted to Human Resources no later than January 5 of the succeeding year. The County Administrator shall consider all requests and if approved, will determine when the vacation shall be used by, or forfeited.~~
- H. ~~A report summarizing approved requests shall be made to the Human Resources Committee.~~
- GI. Any employee who has exhausted earned sick leave credits shall be entitled to use earned vacation and compensatory time for sick leave with written permission from the employee only. [renumbered 12/13/11, ord. 2011-21]

SECTION 2. The amended sections of the ordinance shall first apply to carry over of 2013 vacation hours.

SECTION 3. This ordinance shall be effective after passage and publication as provided by law.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Resources Committee

02-12-13

Terri Palm-Kostroski: 01-16-13; Phil Ristow: 02-06-13