

Agenda

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

October 21, 2008, 8:30 a.m.

Committee Members: Sharon Schmeling, Chairman, James Braughler; Carol Knox; Julie Nelson, Vice Chairman; and Lloyd Zastrow, Secretary

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. Approve October 14, 2008 minutes
7. Discussion and possible action on a resolution transferring certain duties from the County Clerk to the Finance Department, including staffing realignment
8. Consideration and possible action regarding level of County's participation in community events or promotions
 - a. United Way
 - b. Future events/promotion guidelines
9. Review and possible action amending the Personnel Ordinance
 - a. HR0120, Differences for Sworn, Non-represented Employees
 - b. HR0240, Establishing Positions, clarifying procedure for requesting new positions
 - c. HR0360, Hours of Work, Overtime, and Compensatory Time, use of compensatory time for exempt employees
 - d. HR0410, Computer, Internet and Telephone Use, clarifying reimbursement of telephone charges, proper use of wireless notebooks and accessing confidential information, and limiting authorized county employees to access County network
 - e. HR0690, Vacation with Pay, consideration of vacation pay outs
10. Consideration of Resolutions 2004-50 and 2004-51 concerning benefits for employees on active military duty
11. Consideration of vacation pay-outs for two Highway Superintendents
12. Information on Sick time accruals, usage and accountability for Jefferson County employees
13. Report from Human Resources Director
 - a. Emergency help requests
 - b. Positions approved to be filled
 - c. Review of Human Resources Department budget
14. Convene into closed session pursuant to Section 19.85 (1)(b), Consideration of Employee Discipline
15. Reconvene into open session to address any remaining agenda items
16. Set next meeting date and agenda
17. Adjourn

Next scheduled meeting: November 18, 2008 @ 8:30a.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.