

Agenda
Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549

July 15, 2014 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Greg David, Secretary; Jim Mode, Vice-Chair;
Paul Babcock; and Michael Wineke

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 June 17, 2014 minutes
7. Communications
8. Monthly Financial Report
9. Consideration to create one part-time Aging and Disability Resource Specialist position at Human Services
10. Consideration to create one part-time Disability Benefit Specialist at Human Services
11. Review and approval of amendments to *Jefferson County Affirmative Action and Equal Employment Opportunity Policy* to comply with new regulations and current practice
12. Review and possible recommendation to amend Personnel Ordinance HR0645, Holidays, to conform with the practice at the Highway Department during their four 10-hour day schedule
13. Review of Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time, and Equipment Operator Pay, including wage compression affect with Highway Lead Workers. ***Items 13 and 14 will be addressed at 9:00am with Charles Carlson from Carlson Dettmann Consulting available by telephone conference.***
14. Review of pay structure and exempt status for Sergeants and possible recommendation for adjustment of wages
15. Consideration for Jefferson County to become a Wellness Partner with Anytime Fitness to support and promote Health and Wellness for Jefferson County employees and their families
16. Set next meeting date and agenda
17. Adjournment

Next scheduled meeting: August 19, 2014 @ 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.

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 17, 2014 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by J. Braugher.
2. Present: J. Braugher, P. Babcock, G. David, J. Mode, M Wineke at 8:32am. Quorum established. Others Present: T. Palm, P. Ristow, G. Koeppel, D. Hummel, J. Kottwitz, B. Lamers, D. Hunter, J. Parker, B. Kern, B. Block and J. Schroeder.
3. Certification of compliance with the Open Meetings Law by HR Director, T. Palm.
4. Agenda reviewed with no changes.
5. Citizen Comments. B. Block from Highway spoke on wages of Equipment Operators and distributed a handout requesting to move Equipment Operators from Grade 4, step 11 to Grade 5, step 7 and eliminate the E1/E2 pay.
6. Motion by P. Babcock, second by J Mode, second to approve May 20, 2014 minutes. Motion carried 4:0. G. David abstained as he was excused from May meeting.
7. Communications. A revised draft of the ordinance recommendation and resolution addressing Highway Lead pay was distributed, along with a handout from Sgt. Hunter addressing the Sergeants concern of pay in the Sheriff's Department.
8. Review of Monthly Financial Report. HR Director recapped that a \$10,000 payment for labor negotiation consultant for the month of January as well as a payment for Kronos (timekeeping) support for the entire year. There should be little if any further expense in 2014 for labor negotiations or additional computer support in 2014.
9. The Committee was provided the list of four retirement recognitions for the second quarter of 2014, which will be presented to County Board in July.
10. A report was provided to the Human Resources Committee with the results of the eight reclassification recommendations from the Consultant. Also provided was the annual cost of approximately \$10,526 to implement the five successful reclassifications.
11. New Hire starting above minimum step/benefits: A report was provided to the Human Resources Committee summarizing the new Safety Coordinator at step 3 of the appropriate Grade 8, in addition to 40 hours of vacation to be used in 2014.
12. Review of pay compression between Highway Lead workers and Highway/Equipment Operators. History was provided on the pay plan for highway workers prior to the compensation/classification study and the placement after the study and the appeal process. Comment was made by Supervisor Wineke to consider the changing the title back to Lead Worker. It was also noted that Equipment Operators do not require certification and that may have an impact on current grade placement. In contrast, the E1/E2 pay compensates staff for the times actually operating equipment. All of these factors may play into the compression with the Lead workers. Motion by M. Wineke, second by G. David, to postpone to future

meeting to address the compression issue at the same time of reviewing the E1/E2 pay (as defined in Personnel Ordinance HR0360. Motion carried 5:0.

13. Review of pay compression analysis between sworn positions at the Sheriff's Department. A review was provided to the committee regarding the history of pay increases and WRS/Health contributions since 2010 as the result of union negotiations, Board action and the pay plan study, and the effect on all county employees. A compression analysis was conducted by a consultant with a report that did not support a pay compression currently, but did note that if the 2013 step pay plan was not adjusted, compression may exist in the near future. Sgt. Hunter reviewed a packet he prepared and discussed his concern that the gap is narrowing between top pay of sergeants and the top pay of deputies/detectives in the union. Corp Counsel Ristow also provided information that about ½ of the Sergeants are receiving steps, though, and when steps are being provided, that gap had widened, and now it is going back down closer to what the pay differential was prior to act 10 (2011). It was also discussed that the pay grades may need to be adjusted for *everyone*, but how to pay for that is a concern. This item will be addressed at the next HR Committee meeting when the County Administrator, consultant and Sheriff would also be available.
14. Discussion of the importance to be able to offer an additional step(s) to retain employees that may be difficult to replace, including the cost of recruitment, training, loss of 'institutional memory' and that time may be of the essence and committee/board approval may not be possible before a decision would need to be made. Motion by J. Mode, second by G. David, to recommend to County Board an amendment to Personnel Ordinance HR0340, Application of Pay Plan to Positions, to provide an exception to the general rule of pay progression. Motion carried 5:0.
15. Next Human Resources Committee meeting is scheduled for Tuesday, July 15, 2014 at 8:30am. Note: Supervisor Babcock is unable to attend. Agenda may include reclass language for elected officials, uniform allowance language, classification of interpreters and other possible positions, consideration of voluntary benefit changes/additions, review of highway lead and sergeant compression issues and review of heavy equipment differential at Highway.
16. Motion by J. Braughler, second by G. David, to adjourn. Meeting adjourned at 10:11am.

Human Resources Committee Secretary

Date

Report to Human Resources Committee July 15, 2014

Monthly Accomplishments/Goals:

Issues/Items for June, 2014:

- Participated in investigating 3 counts of misconduct, resulting in 2 written disciplines and 1 employee termination. Investigated 2 separate counts of employee co-worker respect issues, one resulting in a performance improvement plan. Assisted with 4 other performance-related concerns, 1 ADAAA accommodation requests, 1 personal leave extension requests and 1 worker's compensation issue.
- Processed 1 reduction-of-hours notice.
- Continued with follow-up to staffing changes in Treasurer and Land Information Office.
- Continued to follow-up with 1 complaint through the grievance policy.
- Continue with review of compression concerns in Highway and Sheriff departments.
- Recruited for 9 positions and received/reviewed 424 applications.
- Processed 6 employee separations.
- Revised the County's Equal Employment/Affirmative Action Policy for review by HR Committee.
- Updated all departmental wages/benefits budgets with confirmed WRS changes.
- Completed 4 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
- Organized a 'ice-cream social' for Courthouse and MIS employees on June 27.

Action Items for July, 2014:

- Survey employees on health, wage and other benefit options for 2015.
- Monitor changes implemented by the Department of Employee Trust Fund (i.e. Duty Disability, Health insurance premiums, etc) and advise Administration of effect to the County and the employees. Meet with Diversified Benefits regarding Health Savings Accounts and Health Reimbursement Arrangements.
- Attend The Employer Advisory Meeting for ETF in Madison on July 24.
- Close FCC Grievance file.
- Attend random safety audits with Safety Coordinator throughout the County. Meet with Walworth County and Safety Coordinator to provide feedback and set future goals.
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Participate in second Employee Recognition meeting on July 11 and schedule an event at Highway, Sheriff, Human Services/Health, Fair grounds and Parks departments.
- Review the Holiday ordinance and make recommendation on changes to coincide with practices at Highway Department.
- Complete Salary Survey for Carlson Dettmann Consulting.

New Hires starting above minimum: Kim Eggers accepted the offer as Safety Coordinator, effective June 9, 2014. He comes to Jefferson (and Walworth) county with over 18 years of safety-experience and started at Step 3 of the appropriate Grade 8, or at \$52,686 annually. In addition, 40 hours of vacation was provided in 2014.

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the May Human Resources Committee meeting:

Health Department:

- Public Health Nurse

Clerk of Courts.

- Legal Secretary

Human Services

- Group Home Worker (PT)
- Comprehensive Community Services Facilitator
- Comprehensive Community Services Supervisor
- Community Outreach Worker (PT)

Sheriff's Office

- Jail Sergeant
- Detective

Emergency Help Requests. The following were emergency help requests approved since the December Human Resources Committee meeting:

- **MIS.** Request for assistance in completing programming at Human Services.

Respectively submitted,

A handwritten signature in cursive script, appearing to read "Terri M Palm".

Terri M Palm
Human Resources Director

Human Resources
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Date Ran 6/23/2014
Period 5
Year 2014

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	-	(16.67)	16.67	(40.00)	(40.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(5.00)	(12.50)	7.50	(30.00)	(25.00)	16.67%
451200	RECORDS & REPORTS	-	(4.17)	-	(20.83)	20.83	(50.00)	(50.00)	0.00%
Totals		-	(10.00)	(5.00)	(50.00)	45.00	(120.00)	(115.00)	4.17%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	13,588.31	16,768.42	73,790.47	83,842.08	(10,051.61)	201,221.00	127,430.53	36.67%
511210	WAGES-REGULAR	-	2,195.25	-	10,976.25	(10,976.25)	26,343.00	26,343.00	0.00%
511240	WAGES-TEMPORARY	149.96	-	180.59	-	180.59	-	(180.59)	#DIV/0!
511310	WAGES-SICK LEAVE	51.73	-	3,871.66	-	3,871.66	-	(3,871.66)	#DIV/0!
511320	WAGES-VACATION PAY	1,870.80	-	1,870.80	-	1,870.80	-	(1,870.80)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	31.58	-	157.92	(157.92)	379.00	379.00	0.00%
511340	WAGES-HOLIDAY PAY	927.29	-	2,728.09	-	2,728.09	-	(2,728.09)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	326.01	-	554.53	-	554.53	-	(554.53)	#DIV/0!
512141	SOCIAL SECURITY	1,244.49	1,413.67	6,062.44	7,068.33	(1,005.89)	16,964.00	10,901.56	35.74%
512142	RETIREMENT (EMPLOYER)	1,184.14	1,329.67	5,807.68	6,648.33	(840.65)	15,956.00	10,148.32	36.40%
512144	HEALTH INSURANCE	2,544.04	5,116.25	21,057.11	25,581.25	(4,524.14)	61,395.00	40,337.89	34.30%
512145	LIFE INSURANCE	9.52	8.92	45.32	44.58	0.74	107.00	61.68	42.36%
512173	DENTAL INSURANCE	49.52	315.00	1,294.87	1,575.00	(280.13)	3,780.00	2,485.13	34.26%
521218	ARBITRATOR	400.00	66.67	400.00	333.33	66.67	800.00	400.00	50.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	2,078.33	5,225.00	10,391.67	(5,166.67)	24,940.00	19,715.00	20.95%
521220	CONSULTANT	-	1,125.00	-	5,625.00	(5,625.00)	13,500.00	13,500.00	0.00%
521225	SECTION 125	344.44	400.00	2,277.04	2,000.00	277.04	4,800.00	2,522.96	47.44%
521226	ERGONOMICS	120.00	41.67	120.00	208.33	(88.33)	500.00	380.00	24.00%
521227	POSITION CLASSIFICATIONS	-	208.33	-	1,041.67	(1,041.67)	2,500.00	2,500.00	0.00%
521228	LABOR NEGOTIATIONS	-	833.33	11,275.70	4,166.67	7,109.03	10,000.00	(1,275.70)	112.76%
521229	RECRUITMENT RELATED	104.24	125.00	801.64	625.00	176.64	1,500.00	698.36	53.44%
521296	COMPUTER SUPPORT	-	331.50	3,855.03	1,657.50	2,197.53	3,978.00	122.97	96.91%
531303	COMPUTER EQUIPMT & SOFTWARE	304.27	350.00	839.27	1,750.00	(910.73)	4,200.00	3,360.73	19.98%
531311	POSTAGE & BOX RENT	16.38	29.17	131.34	145.83	(14.49)	350.00	218.66	37.53%
531312	OFFICE SUPPLIES	4.01	110.83	840.06	554.17	285.89	1,330.00	489.94	63.16%
531313	PRINTING & DUPLICATING	141.49	83.33	421.61	416.67	4.94	1,000.00	578.39	42.16%
531323	SUBSCRIPT TAX,LAW & OTHER	205.80	594.58	205.80	2,972.92	(2,767.12)	7,135.00	6,929.20	2.88%
531324	MEMBERSHIP DUES	-	62.92	380.00	314.58	65.42	755.00	375.00	50.33%
531326	ADVERTISING	-	-	77.23	-	77.23	-	(77.23)	#DIV/0!

532325	REGISTRATION	100.00	153.33	420.00	766.67	(346.67)	1,840.00	1,420.00	22.83%
532332	MILEAGE	207.20	80.83	268.24	404.17	(135.93)	970.00	701.76	27.65%
532334	COMMERCIAL TRAVEL	-	66.67	-	333.33	(333.33)	800.00	800.00	0.00%
532335	MEALS	74.45	25.00	95.54	125.00	(29.46)	300.00	204.46	31.85%
532336	LODGING	340.00	153.33	410.00	766.67	(356.67)	1,840.00	1,430.00	22.28%
532339	OTHER TRAVEL & TOLLS	-	-	21.00	-	21.00	-	(21.00)	#DIV/0!
532350	TRAINING MATERIALS	-	375.00	796.80	1,875.00	(1,078.20)	4,500.00	3,703.20	17.71%
533225	TELEPHONE & FAX	7.39	25.00	70.56	125.00	(54.44)	300.00	229.44	23.52%
571004	IP TELEPHONY ALLOCATION	43.17	43.17	215.85	215.83	0.02	518.00	302.15	41.67%
571005	DUPLICATING ALLOCATION	15.92	15.92	79.60	79.58	0.02	191.00	111.40	41.68%
571007	MIS DIRECT CHARGES	1,048.54	-	1,048.54	-	1,048.54	-	(1,048.54)	#DIV/0!
571009	MIS PC GROUP ALLOCATION	480.17	480.17	2,400.85	2,400.83	0.02	5,762.00	3,361.15	41.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	220.50	220.50	1,102.50	1,102.50	-	2,646.00	1,543.50	41.67%
591519	OTHER INSURANCE	93.36	99.83	466.80	499.17	(32.37)	1,198.00	731.20	38.96%

Totals	27,262.14	35,358.17	151,509.56	176,790.83	(25,281.27)	424,298.00	272,788.44	35.71%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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#DIV/0!

#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	27,262.14	35,348.17	151,504.56	176,740.83	(25,236.27)	424,178.00	272,673.44	35.72%
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NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: Human Services Department

Subdepartment/Unit: Aging and Disability Resource Division

Proposed Job Title: Aging & Disability Resource Specialist (part time)

Requested by: Kathi Cauley

Please provide a brief summary of the purpose and duties of the new position.

Aging and Disability Resource Centers (ADRCs) are welcoming and accessible places where older people and people with disabilities go to obtain information, advice, and help in locating services or applying for benefits. Aging & Disability Resource Specialists are responsible for providing reliable and objective information about a broad range of programs and services and help people with long term care needs understand and evaluate the various options available to them. This includes assessing and enrolling people into publicly funded long term care, i.e. Partnership, Family Care and the IRIS Medicaid Waiver Program.

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.

The ADRC employs 4 Aging & Disability Resource Specialists who all do the same job functions. This position would increase the ADRC's ability to respond to customer inquiries.

What are the consequences if this position is not approved?

People will be subject to longer waiting times for services or benefits.

How would this position be funded?

This position will be funded via the ADRC state contract and Federal MA dollars under the 100% time reporting mechanism.

NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: Human Services Department

Subdepartment/Unit: Aging and Disability Resource Division

Proposed Job Title: Disability Benefit Specialist (part time)

Requested by: Kathi Cauley

Please provide a brief summary of the purpose and duties of the new position.

A Disability Benefit Specialist (DBS) assists people 18-59 years of age access a comprehensive array of private and government benefits and programs, including Social Security Disability, SSI, Medicaid, FoodShare and Medicare Subsidies. A DBS can also arrange for legal representation of individuals who are adversely denied benefits to which they are entitled.

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.

Sandy Free is a full-time DBS with the ADRC. Her caseload is at an all-time high and having a second position will do the same duties, and help even out the workload which has strict deadlines.

What are the consequences if this position is not approved?

If deadlines are missed or people cannot be seen in a timely manner, they will not get the help they need to manage their long term care needs related to their disabling condition(s). Human Services clients (the majority of individuals referred) would not have timely access to Medicaid or Social Security Benefits and the Department could incur additional costs for serving these individuals, i.e. counseling, medications, psychiatric services, Lueder Haus.

How would this position be funded?

This position will be funded via the ADRC state contract and Federal MA dollars under the 100% time reporting mechanism.

RESOLUTION NO. 2014-_____

Create one part-time Aging and Disability Resource Specialist I position and one part-time Disability Benefit Specialist at Human Services

Executive Summary

Aging and Disability Resource Centers (ADRCs) are welcoming and accessible places where older people and people with disabilities go to obtain information, advice, and help in locating services or applying for benefits. Aging & Disability Resource Specialist I's are responsible for providing reliable and objective information about a broad range of programs and services and help people with long term care needs understand and evaluate the various options available to them. This includes assessing and enrolling people into publicly funded long term care, i.e. Partnership, Family Care and the IRIS Medicaid Waiver Program. A Disability Benefit Specialist (DBS) assists people 18-59 years of age access a comprehensive array of private and government benefits and programs, including Social Security Disability, SSI, Medicaid, FoodShare and Medicare Subsidies. A DBS can also arrange for legal representation of individuals who are adversely denied benefits to which they are entitled.

Additional staff in the ADR Program will reduce waiting times for services or benefits of County residents and provide an overall higher level of service to the residents of Jefferson County. If deadlines are missed or people cannot be seen in a timely manner, not only would they not have timely access to Medicaid or Social Security Benefits, but Human Services could incur additional costs for serving these individuals through other programs such as counseling, medications, psychiatric services and admission to the Lueder Haus.

Jefferson County received \$554,431 through the ADRC State Contract, designated to specifically assist the Aging and Disability Resource (ADR) Program. However, because of approximately 42% federal Medicaid funding also available for the ADR program, Jefferson County is anticipating a remaining balance of \$156,295 of the ADRC annual State contract. Therefore, it is recommended that one part-time Aging and Disability Resource Specialist I position and one part-time Disability Benefit Specialist position be created.

WHEREAS, the Human Services Director and the Human Services Board request, and the Human Resources Committee recommends, the creation of one part-time Aging and Disability Resource Specialist I position and one part-time Disability Benefit Specialist position to better meet the needs of older individuals and people with disabilities in our County.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

Fiscal Note: Wages and Benefits for the part-time Aging and Disability Resource Specialist position and the part-time Disability Resource Specialist position are each \$21,792.80, or \$43,585.60 total. These positions are fully funded by the ADRC State contract and Federal Medicaid dollars. Therefore, no tax levy is required.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Human Resources Committee

08-11-14

Terri M Palm: 07-10-14

RESOLUTION NO. 2014-____

Amend the Jefferson County Affirmative Action and Equal Employment Opportunity Policy

Executive Summary

The purpose of the Affirmative Action and Equal Employment Opportunity Policy is to set the standards for a consistent process and treatment of employees regarding equal employment opportunity and affirmative action across Jefferson County. Following Equal Employment Opportunity and Affirmative Action practices ensures fairness in hiring, promotion and other workplace practices, which ultimately encourages a diverse, multi-talented workforce. The Federal and State laws governing EEO and AA regulations are constantly under review and are amended periodically. In response to these changes, as well as a review of the County's practice under our Civil Rights Compliance Plan, recommendations are being made to the Jefferson County Affirmative Action and Equal Employment Opportunity Policy to address these areas:

- Genetic Information Non-Discrimination Act
- Designation of EEO Coordinator
- Various Grievance and investigation methods described in the Personnel Ordinance
- Updated Federal and State Agency contact information for various programs

WHEREAS, the Jefferson County Affirmative Action and Equal Employment Opportunity Policy was adopted by the County Board of Supervisors in March, 2004, and

WHEREAS, changes to State and Federal regulations, as well as County Personnel Ordinance have occurred in the last decade, and

WHEREAS, the Human Resources Committee has reviewed the policy and recommends amendment to comply with State and Federal regulations and County Personnel Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Affirmative Action and Equal Employment Opportunity Policy is amended as set forth below, effective upon publication

NOW, BE IT FURTHER RESOLVED that the Human Resources Committee shall review the Affirmative Action and Equal Employment Opportunity Policy annually and are authorized to make amendments as necessary to comply with changes in State, Federal or County regulations or ordinances.

Jefferson County Affirmative Action and Equal Employment Opportunity Policy

It is the policy of Jefferson County to recruit and select the most qualified persons for positions in the County's service. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition, provides equal employment opportunity without regard to the following, or any other characteristic protected by state or federal law: age, race, religion, color, disability or association with a person with a disability, sex, national origin or ancestry, arrest record or conviction record, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, ~~or~~ use or nonuse of lawful products during non-working hours, or genetic information (including improper acquisition of genetic information). This policy shall include, but not limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, and selection for training including apprenticeship, layoff and termination. Nothing in this policy shall be construed to prevent Jefferson County from exercising

its right to determine bona fide occupational qualifications. Jefferson County further agrees to take affirmative action to ensure equal employment opportunities.

~~The County Administrator, Gary R. Petre, and The Human Resources Director Manager, Terri M Palm, have~~ been appointed Equal Employment Opportunity Officers and ~~is~~ are responsible for planning and implementing Jefferson County's affirmative action program as well as the day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are to support this program. They shall provide leadership in implementing affirmative action, goals and initiatives.

During the term of contracts with the State of Wisconsin, Jefferson County shall comply with s. 16.765, Wis. Stats., State regulations and Federal laws relating to equal employment opportunities and affirmative action. The County shall continue to work cooperatively with government and community organizations to take affirmative action to insure equal employment and advancement opportunities.

Concept

The employer's goal is to guarantee that all personnel activities will be conducted in a manner to as to assure equal employment opportunity for all, and that such activities will be based solely on individual merit and fitness of applicants and employees related to specific jobs without regard to race, color, religion, sex, age, national origin, disability, political affiliation, sexual orientation, genetic information or other non-merit factors.

Employer's Commitment

Included in the personnel ordinance, is the following provision:

~~**6.015. EQUAL OPPORTUNITY.** It is the policy of the County of Jefferson to not discriminate against any employee or applicant for employment because of age, race, religion, color, disability or association with a person with a disability, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, or use or nonuse of lawful products during nonworking hours, sex, national origin, ancestry, arrest record or conviction record. The aforesaid provision shall include, but not be limited to, employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training. Notices shall be posted in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the nondiscrimination clause. Jefferson County shall be an "equal opportunity employer". Nothing in this section shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications.~~

EQUAL OPPORTUNITY. It is the policy of the County of Jefferson to not discriminate against any employee or applicant for employment because of age, race, sex, creed (religion), color, disability or association with a person with a disability, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or nonuse of lawful products during nonworking hours, national origin, ancestry, arrest record or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), or any other characteristic as prohibited by law. The aforesaid provision shall include, but not be limited to, employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training. Notices shall be posted in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the nondiscrimination clause. Jefferson County shall be an "equal opportunity employer" and employees may not be harassed in the workplace based on a protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace. Nothing in this section shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications. [ord. 2003-44, 3/9/04; ord. 2010-04, 4-20-10]

Policy on Equal Employment Opportunity.

Jefferson County is committed to providing equal opportunity. This requires that no otherwise qualified person shall be excluded from participation, benefits of, or subjected to discrimination in employment, activity or program, in any manner on the basis of any of the following: age, race, religion, color, sex, national origin, disability, arrest or conviction record, sexual orientation or marital status, or any other characteristic protected by state or federal law. All employees are expected to support the County's goals and activities related to nondiscrimination.

Methods of Policy Dissemination

1. Internal

- ~~A~~ The policy statement is included in the County Personnel Ordinance, which is distributed to all County employees.
- Periodically, the policy is reviewed with executive, managerial and supervisory personnel along with instruction on the laws and regulations concerning equal employment opportunity and affirmative action.
- New employees are informed of the policy as part of the new employee orientation process.
- The "Equal Opportunity is the Law" poster is permanently and prominently displayed.

2. External

- The County's Personnel Ordinance is a public document with copies available upon request.
- All job applications will carry the phrase "An Equal Opportunity Employer." The application also carries a removable sheet for protected information concerning minority group status.
- All help-wanted advertising contains the phrase, "an Equal Opportunity Employer."

Identification of the Coordinator

Employment - EEO Coordinator

The ~~County Administrator, Gary R. Petre, and Human Resources~~ Director Manager, Terri M Palm, ~~has~~ve overall responsibility for implementation of the Equal Employment Opportunity Program. The EEO Coordinators ~~has~~ve the following responsibilities:

1. EEO Coordinator's Responsibilities

- Preparing and presenting the Equal Opportunity Plan and Program
- Developing policy statements and recommending policies and programs and then executing those policies and programs.
- Resolving complaints of discrimination
- Identifying problems and assisting management in problem resolution
- Implementing all audit and reporting systems designed to measure the effectiveness of the program and reviewing program results with management
- Serving as liaison between the organization, compliance agencies and other relevant community organization as necessary
- Keeping all departments informed of the latest developments in Equal Employment Opportunity
- Ensuring that all technical phases of compliance are met.

2. Management Responsibilities

The responsibilities of management include assisting in the development and implementation of the EEO Plan and Program in order to meet the program's goal and objectives. Managers are responsible for ensuring that all selection decisions and the application of personnel policies and practices are consistent with the equal employment opportunity policy.

3. Human Resources Responsibilities

- Seek to develop and work with recruiting contacts which include minority and female organizations to identify and secure a representative mix of applicants for all positions.
- Maintain all relevant personnel data necessary to monitor equal opportunity, including but not limited to applicant flow (external and internal), offers, hires, promotions, transfers, demotions, training program participation, terminations, layoffs and recalls.
- Review all existing job descriptions and specifications for job-relatedness and consistency with the applicable EEO regulations.
- Review compensation and benefit policies and practices for consistency with the Equal Employment Opportunity policy and all applicable regulations.

Complaint Process

Complaints related to Employment

Any employee or applicant can file a grievance or complaint for various reasons, including discrimination in employment on the basis of age, race, religion, color, disability, sex, national origin, arrest or conviction record, sexual orientation, ~~or~~ marital status, genetic

information or any other characteristic protected by federal or state law. Such complaints will follow Section(s) HR0145, Human Resources Committee Authority; HR0435, Harassment Policy, Including Sexual Harassment; HR0520, Grievance Resolution Process; or HR560, Rights of Employees Section 6.34 of the County Personnel Ordinances, as appropriate.

When to file a complaint for internal investigation

It is preferable that a complaint be filed as soon as possible after the incident and hopefully no later than 48 hours of the incident or knowledge of the incident. The prompt filing of a complaint will result in a more accurate and effective investigation and resolution when required. Please note the time requirements for filing complaints with agencies designated in the last section.

How to file

No particular form is required under the County Ordinance, but complaints must be in writing. The same is true under union contract. Complaints may be hand delivered or mailed to the following:

Gary R Petre	Terri M Palm
County Administrator	Human Resources Manager Director
320 S. Main Street	or 320 S. Main Street 311 S Center Ave
Jefferson, WI 53549	Jefferson, WI 53549

Investigation process

The Equal Employment Opportunity Coordinator will make an investigation and prepare a full written report-with recommendations to the County Administrator-County Board Chairperson regarding the basis of the complaint. Should the EEO Coordinator be under investigation, an outside consultant shall conduct the investigation and prepare a full written report with recommendations to the County Administrator . The findings and resolution of the complaint made by the County ~~Board Chairperson~~ Administrator will be sent to the complainant in writing in a language understandable to the complainant. For visually impaired persons, the resolution of the complaint will be transmitted by a method which will be understood by the complainant.

The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and reasons for the decision. The report will be rendered within 30 days of the date of receipt of the complaint.

Right of Appeal

For employees there is an appeal to the County Board Human Resources Committee, or through the grievance process outlined in Personnel HR0520 if appropriate, which may be further appealed to the courts. In addition, if the complainant is not satisfied with the resolution of the complaint, there is a formal right of appeal to any of the agencies listed under "Process for filing a Complaint."

Retention of records

The records and reports relating to the complaint will be retained for ~~two~~ three years from the date of final disposition of the complaint by the County.

Publication of Complaint procedure

This complaint procedure is provided to all employees at the time of hiring. The complaint procedure is set out in the Personnel Ordinance. Jefferson County is prepared to provide assistance to persons who are visually impaired or have other difficulties which prevent them from reading the procedures. Such individuals are referred to the EEO Coordinator or the ~~Personnel Office~~ Human Resources Department which will read the information to the individuals and provide it in aurally accessible form (normally tape recording).

Non Retaliation

No complainant will be intimidated, harassed or subjected to any other form of adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

Process for filing a complaint

All formal complaints must be filed within 180 days of the event or treatment you feel was discrimination, unless otherwise noted. However, you should file the complaint as soon as possible after the action took place. If you file an informal complaint and you are not satisfied with the resolution, you can still file a formal complaint as long as you do it within filing time frame.

A non-exhaustive list of formal discrimination complaints may be filed with the directory of agencies listed below: Most complaints must be filed within 180 days of the event complained about. Check with the Agency involved to make sure of filing deadlines.

PROGRAM	AGENCY
<p><u>Wisconsin Works (W-2), Child Support, Emergency Assistance, Food Stamp Employment and Training, Learn fare, Day Care, Community Service Jobs, (W-2) Transitions, Job Access Loans, Refugee Services, Wisconsin (WI) Works (W-2), (W-2) Transitions, Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Head Start, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Welfare and Integration Programs, Emergency Assistance, Families and Economic Security, Community Service Jobs, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, and other programs administered by the WI Department of Children and Families, Refugee and Immigrant Services (Social Services, Older Refugee, Family Strengthening, Health Services, Preventative Health Services, Mental Health, Refugee Cash and Medical Assistance)</u></p>	<p><u>Wisconsin Dept of Workforce Development</u> <u>Division of Workforce Solutions</u> <u>ATTN: Equal Opportunity Officer</u> <u>PO Box 7972</u> <u>Madison, WI 53707-7972</u> <u>V/TDD 608-266-6889</u> <u>WI Department of Children and Families 201 E.</u> <u>Washington Ave, Second Floor P.O. Box 8916 Madison,</u> <u>WI 53708-8916</u> <u>608-266-5335 (voice)</u> <u>800-864-4585 (TTY)</u></p>
<p><u>Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DWD funded employment.</u> <u>Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DCF, DHS and/or DWD funded entities and their subcontractors.</u></p> <p>Any Employment issues. <i>NOTE: Must be filed within 300 days of date of alleged discrimination</i></p>	<p>Equal Rights Office PO Box 8928 Madison, WI 53708 Telephone: 608-266-6860 TDD-Hearing Impaired 608-264-8752</p> <p>Equal Rights Office 819 North Sixth St, Room 255 Milwaukee, WI 53203 Telephone: 414-227-4384 TDD: 414-227-4081</p> <p><u>U.S. Equal Employment Opportunity Commission</u> <u>Reuss Federal Plaza</u> <u>310 West Wisconsin Ave., Suite 800</u> <u>Milwaukee, WI 53203-2292</u> <u>800-669-4000 (voice)</u> <u>414-297-4133 (fax); 800-669-6820 (TTY)</u> <u>Milwaukee District Office U.S. Department of Labor,</u> <u>OFCCP</u> <u>Federal Building</u> <u>310 West Wisconsin Avenue, Suite 1115</u> <u>Milwaukee, WI 53203</u> <u>414-297-3821 (voice); 414-297-4038 (fax)</u></p>
<p><u>Medical Assistance Service, Women Infants and</u></p>	<p><u>Wisconsin Dept of Health and Family Services</u></p>

<p><u>Children, Food Stamps, BadgerCare, Senior Care, Child Placement Services, Medicaid, Community Aid, and other programs administered by the WI Dept. of Health and Family Services</u></p> <p><u>Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare (formerly Food Stamps Program in Wisconsin), TEFAP, SeniorCare, Community Aid, Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired and Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), and other programs administered by the WI Department of Health Services</u></p>	<p>Division of management and Technology Office of Civil Rights Compliance 1 W. Wilson, Room 564 PO Box 7850 Madison, WI 53707 Voice 608-266-9372 TDD 608-266-2555</p> <p><u>WI Department of Health Services</u> <u>Office of Affirmative Action and Civil Rights Compliance</u> 1 W. Wilson, Room 656 P.O. Box 7850 Madison, WI 53707 608-266-9372 (voice) 608-266-0583 (fax) 888-701-1251 (TTY) or Wisconsin Relay 711</p>
<p><u>Wisconsin Workforce Investment Act, and other programs administered by the Wisconsin Department of Workforce Development.</u></p>	<p><u>WI Department of Workforce Development</u> <u>ATTN: Equal Opportunity Officer</u> <u>201 E. Washington Ave, Room G100</u> <u>P.O. Box 7972</u> <u>Madison, WI 53707-7972</u> <u>608-266-6889 (voice); 866-275-1165 (TDD)</u></p>

You also have the right to file a formal complaint with a federal agency.

<p><u>Formal Discrimination Complaint about any of the above services administered by the Wisconsin Department of Health and Family Services</u></p> <p><u>Formal Discrimination Complaints about any of the above services administered by the Wisconsin Department of Health Services.</u></p> <p><u>Formal Discrimination Complaints filed based on the Federal Health Care Providers Conscience Protection Law.</u></p>	<p><u>US Dept of Health and Human Services</u> <u>Office for Civil Rights</u> <u>Region V, 233 N Michigan Ave</u> <u>Chicago, IL 60601</u> <u>Telephone: 312-886-2359</u> <u>TDD: 312-353-5693</u></p> <p><u>Office for Civil Rights</u> <u>U.S. Department of Health and Human Services</u> <u>200 Independence Avenue, SW</u> <u>Room 509F, HHH Building</u> <u>Washington, D.C. 20201</u> <u>800-368-1019 (voice, toll free)</u> <u>800-537-7697 (TDD toll free)</u></p> <p><u>U.S. Dept. of Health and Human Services</u> <u>Office for Civil Rights – Region V</u> <u>233 N. Michigan Ave., Suite 240</u> <u>Chicago, IL 60601</u> <u>800-368-1019 (voice, toll free)</u> <u>312-886-1807 (fax)</u> <u>800-537-7697 (TDD, toll free)</u></p>
<p><u>Formal Discrimination Complaint about any Program receiving federal assistance.</u></p>	<p><u>US Department of Justice</u> <u>Civil Rights Division</u> <u>10th and Pennsylvania Ave, NW</u> <u>Washington, D.C. 20530</u> <u>Telephone: 202-514-0304</u> <u>TDD: 800-800-3302</u></p> <p><u>Coordination and Review Section - NWB Civil Rights Division U.S. Department of Justice 950</u> <u>Pennsylvania Avenue, NW Washington, D.C. 20530</u> <u>888-848-5306 - English and Spanish (ingles y español) 202-307-2222 (voice) 202-307-2678</u></p>

	<p>(TDD)</p> <p>Title VI Hotline: 1-888-TITLE-06 (1-888-848-5306) (Voice / TDD)</p> <p>Disability Complaints: U.S. Department of Justice Civil Rights Division 950 Pennsylvania Avenue, NW Disability Rights Section - NYAV Washington, DC 20530 800-514-0301 (voice) 800-514-0383 (TTY) (also in Spanish)</p>
<p>Formal Discrimination Complaint for Food Stamps</p> <p><u>If you wish to file a Civil Rights Program of Discrimination with the USDA for the Supplemental Nutrition Assistance Program (SNAP) (Formerly known as the Food Stamp Program at the Federal level) FoodShare (Formerly known as the Food Stamps in Wisconsin), WIC, TEFAP and the Food Stamp Employment and Training (FSET) Program complete the USDA Program Discrimination Complaint found online at:</u> http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-623-9992 to request a form.</p>	<p>Administrator, Food and Nutrition Service 3101 Park Center Drive Alexandria, VA 22302</p> <p>Food and Consumer Services Civil Rights Program US Department of Agriculture 77 Jackson Boulevard, 20th Floor Chicago, IL 60604 Voice: 312-353-1457</p> <p>US Equal Employment Opportunity Commission 310 W Wisconsin Ave, Suite 800 Milwaukee, WI 53203 Telephone: 414-297-1111 TDD: 414-297-1115</p> <p>The Office of Federal Contract Compliance US Department of Labor 230 South Dearborn St Chicago, IL 60603 Telephone: 312-353-2158 TDD: 312-353-2158</p>
<p>Employment Issues.</p>	<p>USDA Director, Office of Adjudication 1400 Independence Avenue, SW Washington, D.C. 20250-9410 866-632-9992 (request a form) Email: program.intake@usda.gov 800-877-8339 (Federal Relay Services) 800-845-6136 (Spanish)</p>

Footnote: Adopted by County Board, March 9, 2004; amended August 11, 2014, designating the Human Resources Committee the authority to amend as necessary to remain compliant with State and Federal regulations and best practices.

Fiscal Note: No fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

08-11-14

Terri M Palm: 07-10-14

ORDINANCE NO. 2014-_____

Amend the Personnel Ordinance to conform to the practice of Holidays for employees working a non-traditional work schedule

Executive Summary

Section HR0645, Holidays, addresses holiday for employees working a regular five 8-hour day work schedule. However, throughout the County, either individual employees or groups of employees have been approved to work a more flexible or atypical schedule including four-10-hour days work schedule. Employees will typically revert back to a five 8-hour day work schedule for the week of the holiday, or substitute additional accrued time to the eight hours of holiday to equal their normal scheduled hours for the day. In addition, if the holiday falls on the employee's regularly scheduled day off, the practice has been to take either the day before or the day after the holiday as the paid holiday. The proposed amendment would authorize the supervisor to pre-approve how the holiday will be paid for employees with an atypical schedule so as to best meet the needs of the department.

Whereas Personnel Ordinance, Section HR0645, Holidays, does not address holiday pay for employees with an atypical schedule, and

Whereas the Human Resources Committee recommends the employee's supervisor to approve a schedule for the week of the holiday that may accommodate the employee's request while still meeting the needs of the department.

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

Section 1. Section HR0645, Holidays, of the Personnel Ordinance shall be amended as follows:

HR0645 *HOLIDAYS.*

- D. When a paid holiday falls on Saturday, the next preceding Friday shall become the paid holiday. When a paid holiday falls on Sunday, the next following Monday shall become the paid holiday. When December 24 is on Friday, the December 25 holiday shall be December 27. When December 24 is on Sunday, the holiday shall be December 26. [renumbered 12/13/11, ord. 2011-21] When an employee, or a group of employees, work a schedule other than 8 hours per day (i.e. four 10-hour days) the employee may use 8 hours of holiday and substitute 2 hours of other accrued time such as vacation or compensatory time or revert back to a five 8-hour days work week with prior supervisor approval. If the holiday falls on Monday – Thursday and is the employee's scheduled day off, the next following work day shall become the paid holiday. If the holiday falls on Friday and is the employee's scheduled day off, the preceding work day shall become the paid holiday.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: No fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:
Human Resources Committee

08-11-14

Terri M Palm: 07-10-14

Sunday or a designated holiday. As an alternative, if mutually agreeable, an employee who is on-call may elect 5 hours of compensatory time for a week (7 consecutive days), or .6 hours Monday – Friday and one (1) hour for Saturday or Sunday or a designated holiday. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]

7. Call-out: Any employee called into work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at the regular rate of pay, unless otherwise required by law or ordinance, including HR0360 B.2.a. above. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]
8. Shift Differentials and Premium Pay: [cr. 12/13/11, ord. 2011-21; am 04/16/2013, ord 2013-02; am 06/11/2013, ord 2013-07]
 - a. Communications Operators working the second shift shall receive ten cents (\$.10) per hour in addition to their regular rate of pay; employees working the third shift shall receive twenty (\$.20) cents per hour in addition to their regular rate of pay; employees working a swing shift shall receive twenty-five (\$.25) cents per hour in addition to their regular rate of pay. Dispatchers working in a Field Training Officer (FTO) capacity for four (4) hours or more will receive a thirty-five (\$.35) cents per hour shift differential for those hours. [cr. 12/13/11, ord. 2011-21]
 - b. Public Health. Full-time Public Health Technicians working in the jail receive seventy-five cents (\$.75) per hour in addition to their regular rate of pay. Public Health Nurses or WIC Project Director assigned to work as Clinical Instructors for nursing students shall receive a one-dollar (\$1.00) per hour premium, for all hours spent by the employee with the student nurse. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]
 - c. Whenever non-supervisory Highway employees are assigned to work as 'temporary foreman', such employees shall, for the duration of the assignment, receive an additional five percent (5%) of the employee's regular rate. All work assignments will be approved by a department supervisor prior to being eligible for the additional compensation. [cr. 12/13/11, ord. 2011-21; am. 12/11/12, ord. 2012-20; am 04/16/2013, ord 2013-02]
 - d. Highway employees assigned to work on roads where the speed limit is 65MPH shall receive hazardous duty pay equal to five percent (5%) of their regular rate of pay for actual hours worked. [cr. 12/13/11, ord. 2011-21]
 - e. Effective December 30, 2012, Highway workers and Equipment Operators operating E1 equipment shall receive two dollars (\$2.00) per hour in addition to their regular rate of pay for all time operating E1 equipment. Highway workers and Equipment Operators operating E2 equipment shall receive one dollar (\$1.00) per hour in addition to their regular rate of pay for all time operating E2 equipment. This provision shall be reviewed for cost and effectiveness no later than May 31, 2014.
 - i. E1 Equipment: Backhoe, Grader, Dozer, Paver, Chip Spreader, Shoulder Machine.
 - ii. E2 Equipment: Rollers, Loader-Backhoe, End Loader, Drill Truck Operator, Hi-Lift Operator. (cr. 04/16/2013, ord 2013-02]
 - f. Those employees currently classified as Equipment Operator shall retain that title and be assigned to Grade 4 on the pay scale. Whenever feasible, operation of equipment shall be assigned to an employee with the title of Equipment Operator. (cr. 04/16/2013, ord 2013-02]

Terri Palm

Subject: FW: Equipment Operators
Attachments: image001.png

From: Bill Kern
Sent: Monday, July 07, 2014 10:57 AM
To: Benjamin Wehmeier
Subject: RE: Equipment Operators

Ben,
We met with the Operators and several of the Highway Workers. We had a very mixed response, about half like the premiums and how it works right now, and another half would like to see it move back toward a step increase for the operators. We also discussed the equipment certification plan that was discussed at our recent Highway Association conference, and this also drew mixed reactions – as a future process for identifying and training operators.

Based on the comments from the employees, I met with the supervisors in the department and as of right now, we would like more time to examine the premium pay for operators and to begin the process of working on an implementation plan for employee equipment certification. We feel it would take 6 to 12 months to put together a certification plan and begin the process of testing employees – and this would also take into account a discussion on how pay premiums/increases could be tied to the certification.

So I would ask for the pay premiums be left, as is, for the next year until we can come back with potential changes based on the equipment certification plan. I would also recommend the pay adjustment (based on the pay compression) for the Lead Workers discussed at last month's Human Resources meeting be put into place.

If you have any question, let me know.

Bill

William T. Kern, PE
Jefferson County Highway Commissioner
(920) 674-7390
billk@jeffersoncountyi.gov

From: Benjamin Wehmeier
Sent: Monday, July 07, 2014 7:59 AM
To: Bill Kern
Subject: Equipment Operators

Bill,

Just checking the status of where we are at with recommendations concerning the equipment operators. We are trying to get the HR agenda together today.

Ben Wehmeier
County Administrator

Courthouse

RESOLUTION NO. 2014-____

Adjust pay for four Highway Foremen in response to wage compression

Executive Summary

The County conducted a classification/compensation study in 2012, which was adopted and implemented throughout 2013. Early in 2013 employees had the opportunity to appeal recommendations of the study. At that time, Highway workers were awarded placement into grade 4 (Range \$17.02 - \$21.88), the same pay grade as Equipment Operators. In addition, the Highway Foreman positions were granted a grade 6 placement (\$20.49 - \$26.35). In April 2013, the County Board adopted an amendment to Personnel Ordinance Section HR0360, Hours of Work, Compensatory Time and Overtime, that provided additional pay of \$1.00/hour or \$2.00/hour to Highway Workers and Equipment Operators when operating certain pieces of heavy equipment.

In May, 2013, the Highway Foremen expressed concern to the Human Resources Committee that at times the employees they were supervising made more per hour than the Foremen, i.e. that there was a wage compression issue. (Note, although rare, when it is necessary for a Foreman to operate heavy equipment, that Foreman does not receive the \$1.00/\$2.00 differential.) At that time the Human Resources Committee determined that not enough information was available to make an informed decision and decided to revisit the issue after a year passed and everyone had moved into the new pay system. Jefferson County Human Resources staff reviewed the pay data in May, 2014. It appears that pay compression was a concern between Highway Foreman and Highway Workers/Equipment Operators and staff requested to have Carlson Dettmann Associates (CDA) review the data. CDA's analysis concurred and agreed that an adjustment in pay steps for the four Foremen would alleviate the pay compression issue while maintaining the integrity of the pay grade system.

WHEREAS, there is less than an average of a 5% pay differential between Highway Workers/Equipment Operators and Highway Foreman, resulting in a wage compression, and

WHEREAS, the Human Resources Committee recommends a two-step wage adjustment for each of the four Highway Foremen to rectify the wage compression issue.

NOW, THEREFORE, BE IT RESOLVED that the wages for the four Highway Foreman be adjusted by two pay steps, to be effective **June 29, 2014**.

Fiscal Note: The annual cost of providing two additional steps for four Highway Foreman is \$7,978.42, inclusive of WRS and FICA, for 2014. Due to the GIS/Engineering Technician position being vacant for six-months, there are sufficient funds in the wages, WRS and FICA Highway accounts to fund the increase. Therefore, no budget amendment or transfer is required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

07-08-14

Terri M Palm: 06-13-14; Phil Ristow: 06-13-14



Dear potential Wellness Partner,

Thank you for taking time out of your busy day to meet with me and discuss the possibility of starting an employee wellness program. I am excited about this opportunity!

I wanted to reiterate a few key points from our discussion today, about the benefits of a wellness program and what it can bring to your company.

- There is no cost to you
- Increase staff morale and loyalty (showing you care about them matters!)
- Decrease absenteeism
- According to IHRSA study, healthcare claims are \$350 less annually for employees that exercise 1-2x per week than for those that don't exercise at all
- We are a 24 hour health club open 365 days
- Each membership comes with a FREE personal training package and individualized program so your employees know what they're doing before they even get started.

Our knowledgeable, friendly, and ready to serve staff are eager to help your employees become happier and healthier. Through the corporate partnership, as well as our health insurance reimbursement program, your employees will save a significant amount towards their Anytime Fitness membership and be well on their way to their healthier lifestyle!

Anytime Fitness sincerely hopes you will consider becoming a Wellness Partner by securing these benefits for you and your employees as soon as possible. Please feel free to contact Anytime Fitness of Jefferson with any questions or concerns at the information below.

Thank you again for taking the time to speak with me and I look forward to working with you in the future!

Healthy regards,

Jacob Shimpach
Anytime Fitness Jefferson
214 Golf Drive
Jefferson, WI 53549
Email: jeffersonwi@anytimefitness.com
Phone: (920)674.6616



Anytime Fitness is proud to partner with Jefferson's school district to promote a health and wellness program within your company. Anytime Fitness of Jefferson would love to offer you a special discounted membership because we understand how hard you work to teach the young men and women of Jefferson and how much you give of yourself; we would like to give back to YOU!

What is Anytime Fitness about?

Our knowledgeable, friendly, and ready to serve staff are eager to help your employees become happier and healthier. Through the wellness partnership, as well as our health insurance reimbursement program, your employees will save a significant amount towards their Anytime Fitness membership and be well on their way to their healthier lifestyle!

What do we have to offer?

Each member will receive a **free personal training package** and an **individualized workout program** based on their needs. Our members know what they're doing before they get started! We also offer quite a few additional services such as:

- 24 hour access 365 days a year
- Access to all clubs worldwide (2,500+ clubs)
- Tanning/Hydro Massage
- 50+ Studio classes
- Private bathrooms and showers

What does Anytime Fitness have to offer the employees of the Jefferson school district?

With our wellness partnership you will see a significant amount of savings!

- \$0 Enrollment (Usually \$99.00-\$199.00)
- ½ Off Key Fob
- 1 Free Month
- Over 50 Studio Classes included with membership (Usually \$10.00/month)

We look forward to helping the employees of the Jefferson School District reach their personal fitness goals. By teaching you the benefits of exercising so that you can stay committed to reaching your fitness goals!