

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

June 16, 2015 @ 8:00 a.m.

Committee Members: James Braughler, Chair; Jim Mode, Vice-Chair; Greg David, Secretary; 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 - Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
6. Communications
7. Approval of April 21, 2015 minutes
8. Review of Monthly Human Resources Financial Report (April)
9. Review of Retirement recognitions, April – June 2015
10. Recommendation to amend Personnel Ordinance HR0680, Sick Leave with Pay, specifically defining “dependent child”
11. Approval to fill the vacant Senior Systems Analyst position with a position having less qualifications, per Personnel ordinance HR0220, Application Procedure
12. Report from Human Resources Director
 - a. Vacant positions
 - b. Emergency Help requests
 - c. Hiring above minimum
 - d. 2015 Reclassification recommendations
13. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(f), consideration of medical data of specific person as it relates to a request of personal leave.
14. Reconvene into open session for consideration and possible action regarding items discussed in closed session
 - a. Consideration of employee personal leave of absence request
15. Set next meeting date and agenda
16. Adjournment

Next scheduled meeting: July 21, 2015 @ 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.



**JEFFERSON COUNTY
HUMAN RESOURCES
Courthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068**

TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

**Human Resources Department
Monthly Report
April, 2015**

Issues/Items for April, 2015:

- Personnel issues:
 - 8 performance-related concerns/investigatory issues, resulting in:
 - 2 written warnings
 - 3 unpaid disciplinary suspensions
 - 3 separations of employment
 - 4 new under investigation/pending action
 - 2 referrals to the County's Employee Assistance Program
 - 2 employee health-related concerns
 - 1 employee accommodation
 - 1 supervisor/employee mediation
- Trainings
 - Attended "Affordable Care Act Reporting Updates" on April 9
 - Attended "Crucial Conversations Leadership Forum" on April 28 in Waukesha
 - Attended Wisconsin Safety Counsel Conference on April 21 – 22 in Wisconsin Dells
- Recruitment and Retention
 - Recruited for 6 positions and received/reviewed 131 applications
 - Processed 13 new hires.
 - Processed 6 employee separations.
 - Completed and/or reviewed 31 reference checks and 6 education checks and 4 caregiver background check on 12 candidates, of which 10 applicants were extended an offer and 9 applicants accepted.
- Employment Law
 - Monitored 56 active approved FMLA requests, both new and continuing.
 - Received 4 First Report of Injuries, all 4 were reportable.

- Miscellaneous
 - Completed/updated 5 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
 - Completed 2 exit interviews from current and past employees.
 - Drafted 2 Ordinance Changes and 2 Resolutions.

Action Items for May, 2015:

- Complete 10 job descriptions.
- Update Classification listing for 2015.
- Educate employees on voluntary benefits (Long Term Disability, Short Term Disability, Vision, etc.).
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Conduct Employee recognition/satisfaction survey.
- Schedule one recognition event.
- Complete HIPAA training for appropriate staff.
- Compile Safety Data Sheets for one County facility.
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy

Respectfully Submitted,



Terri M Palm
Human Resources Director



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

Human Resources Department
Monthly Report
May, 2015

Issues/Items for May, 2015:

- Personnel issues:
 - 7 performance-related concerns/investigatory issues, resulting in:
 - 1 counseling
 - 1 verbal warning
 - 1 written warning
 - 4 new under investigation/pending action
 - 2 referrals to the County's Employee Assistance Program
 - 2 employee health-related concerns
 - 1 employee accommodation
 - 1 employee grievance
- Trainings
 - Attended Spring WACPD Conference, May 7 – 8 in Wausau, WI
 - Coordinated "Parks Personal Safety Training" for all Parks and Fair staff on May 18. Training was conducted by Deputy Dandoy from the Sheriff's Department.
- Recruitment and Retention
 - Recruited for 5 positions and received/reviewed 52 applications
 - Processed 7 new hires.
 - Processed 7 employee separations.
 - Completed and/or reviewed 14 reference checks and 4 education checks and 4 caregiver background check on 6 candidates, of which 6 applicants were extended an offer and 6 applicants accepted.
- Employment Law
 - Monitored 60 active approved FMLA requests, both new and continuing.
 - Received 6 First Report of Injuries, all 4 were reportable.
- Miscellaneous

- Completed/updated 7 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
- Completed 1 exit interviews from current and past employees.
- Reviewed 10 reclassification/new position requests
- Completed Safety Data Sheets audit for departments

Action Items for July, 2015:

- Complete 10 job descriptions.
- Update Classification listing for 2015.
- Educate employees on voluntary benefits (Long Term Disability, Short Term Disability, Vision, etc.).
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Conduct Employee recognition/satisfaction survey.
- Schedule one recognition event.
- Complete HIPAA training for appropriate staff.
- Compile Safety Data Sheets for one County facility.
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy

Respectfully Submitted,



Terri M Palm
Human Resources Director

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
April 21, 2015 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braughler.
2. Present: J. Braughler, G. David, J. Mode, P. Babcock and M. Wineke. Quorum established. Others Present: T. Palm; B. Wehmeier, B. Ward, K. Cauley, B. Lamers, B. Frank, B. Block, J. Garity, J. Schroeder.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed. Reviewed with no comments.
5. Citizen Comments. Barry Block, Highway, spoke against the Uniform and Safety allowance ordinance. Indicated the Highway has been allowed to purchase other items such as jeans and gloves and feels it would be good to continue. Kathi Cauley spoke for the Uniform and Safety allowance ordinance, indicating all of her staff are expected to dress professionally and are not reimbursed for normal work clothing.
6. Motion by P. Babcock, second by J. Mode, to approve the March 17, 2015 minutes. Motion carried 5:0.
7. Communications: Draft of county-wide meeting schedule for May 2015 – April 2016 and a draft of the Human Resources 2014 Annual Report were distributed.
8. Human Resources Committee meeting dates for May 2015 – April 2016 reviewed. No changes noted at this time.
9. Monthly Financial Report. February, 2015 report reviewed. T. Palm provided explanation that over budget on line item for Flexible Spending due to the administrative fees not accounted for when the County opted to provide FSA dollars for all eligible employees. Total annual deficit may be about \$16,000. T. Palm will monitor budget throughout the year and watch other line items for any potential savings to offset the deficit.
10. Motion by J. Mode, second by G. David, to recommend to County Board the elimination of part-time Driver positions and creation of a pool of Driver positions at Human Services. Motion carried 5:0.
11. Motion by P. Babcock, second by G. David, to approve the pay rates for summer, seasonal and occasional non-classified positions as presented. Motion carried 5:0. (A copy of recommendation is available on-line or from Human Resources).

12. Discussion regarding inconsistencies in uniform and safety gear reimbursement throughout county departments, including IRS regulations on clothing allowance. Further discussion on how County would handle the situation where an employee already received the maximum reimbursement for a *taxable* item in 2015 and that the employee would be allowed to turn in receipts for a non-taxable reimbursement to avoid the taxation. Motion by J. Mode, second by P. Babcock, to recommend to County Board to create a Personnel Ordinance to address uniform and/or safety clothing/gear reimbursement. Motion carried 5:0.
 13. Motion by J. Mode, second by G. David, to recommend to County Board to create a Personnel Ordinance of Safety in the Workplace. Motion carried 5:0.
 14. Discussion of language of Bereavement Policy, specifically if it covered step-parent-in-law. Motion by J. Mode, Second by P. Babcock, that the current language of the Bereavement ordinance does not cover step-parent-in-laws. Motion carried 5:0.
 15. Committee asked staff to survey other counties and municipalities on bereavement policies and draft a revision that would provide a little more flexibility but still have control, such as using sick time when bereavement doesn't cover the situation.
 16. Discussion of future policies/ordinances that the County should consider, including violence in the workplace, bullying in the workplace, drug and alcohol use in the workplace, reclassification process for elected officials.
 17. Motion by G. David, second by J. Mode, to convene into closed session pursuant to Wisconsin State Statues, section 19.85 (1)(b), consideration of employee discipline and 19.85 (1)(f), preliminary consideration of specific personnel problems and the investigation of charges against specific person(s). All committee members responded "Aye". Moved into closed session at 9:16am.
- NOTE: Also Present were T Palm, B. Wehmeier, B. Ward and J. Schroeder.
18. Motion by P. Babcock, second by G. David, to reconvene into open session. All present responded "Aye". Reconvened into open session at 9:31am.
 19. Report from Human Resources Director was discussed, covering March Monthly department report, vacant position and emergency help requests and hiring above minimum steps and benefits.
 20. Next meeting set for Tuesday, May 19, 2015 at 8:30am. Possible agenda items include ordinances to address Bereavement Leave, Violence in the Workplace, and Alcohol and Drug Use in the Workplace.
 21. Motion by P. Babcock, second by G. David, to adjourn. Meeting adjourned at 9:35am.

Human Resources
41

Date Ran 5/21/2015
Period 4
Year 2015

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!
411100	GENERAL PROPERTY TAXES	(30,904.92)	(30,904.92)	(123,619.68)	(123,619.67)	(0.01)	(370,859.00)	(247,239.32)	33.33%
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	(2.87)	(13.33)	10.46	(40.00)	(37.13)	7.18%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(15.00)	(10.00)	(5.00)	(30.00)	(15.00)	50.00%
Totals		(30,904.92)	(30,910.75)	(123,637.55)	(123,643.00)	5.45	(370,929.00)	(247,291.45)	33.33%

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	16,401.16	17,390.83	64,835.48	69,563.33	(4,727.85)	208,690.00	143,854.52	31.07%
511210	WAGES-REGULAR	5,125.00	-	7,600.00	-	7,600.00	-	(7,600.00)	#DIV/0!
511310	WAGES-SICK LEAVE	54.71	-	1,149.42	-	1,149.42	-	(1,149.42)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	34.08	-	136.33	(136.33)	409.00	409.00	0.00%
511340	WAGES-HOLIDAY PAY	1,033.22	-	2,299.08	-	2,299.08	-	(2,299.08)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	230.43	-	302.35	-	302.35	-	(302.35)	#DIV/0!
512141	SOCIAL SECURITY	1,697.89	1,325.08	5,620.73	5,300.33	320.40	15,901.00	10,280.27	35.35%
512142	RETIREMENT (EMPLOYER)	1,205.07	1,184.92	4,664.10	4,739.67	(75.57)	14,219.00	9,554.90	32.80%
512144	HEALTH INSURANCE	2,638.05	4,385.33	16,687.07	17,541.33	(854.26)	52,624.00	35,936.93	31.71%
512145	LIFE INSURANCE	8.33	9.17	35.72	36.67	(0.95)	110.00	74.28	32.47%
512150	FSA CONTRIBUTION	-	62.50	750.00	250.00	500.00	750.00	-	100.00%
512173	DENTAL INSURANCE	77.37	270.00	997.32	1,080.00	(82.68)	3,240.00	2,242.68	30.78%
521218	ARBITRATOR	-	66.67	-	266.67	(266.67)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,520.00	4,210.50	6,080.00	(1,869.50)	18,240.00	14,029.50	23.08%
521220	CONSULTANT	-	416.67	-	1,666.67	(1,666.67)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,742.04	583.33	8,761.72	2,333.33	6,428.39	7,000.00	(1,761.72)	125.17%
521226	ERGONOMICS	-	20.83	-	83.33	(83.33)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	250.00	1,250.00	(1,000.00)	3,750.00	3,500.00	6.67%
521229	RECRUITMENT RELATED	57.75	104.17	295.34	416.67	(121.33)	1,250.00	954.66	23.63%
521296	COMPUTER SUPPORT	-	337.33	4,009.73	1,349.33	2,660.40	4,048.00	38.27	99.05%
531303	COMPUTER EQUIPMT & SOFTWA	-	291.67	815.72	1,166.67	(350.95)	3,500.00	2,684.28	23.31%
531311	POSTAGE & BOX RENT	31.45	29.17	109.21	116.67	(7.46)	350.00	240.79	31.20%
531312	OFFICE SUPPLIES	(1.37)	110.83	38.12	443.33	(405.21)	1,330.00	1,291.88	2.87%
531313	PRINTING & DUPLICATING	45.67	83.33	294.41	333.33	(38.92)	1,000.00	705.59	29.44%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	-	533.33	(533.33)	1,600.00	1,600.00	0.00%
531324	MEMBERSHIP DUES	-	42.50	439.59	170.00	269.59	510.00	70.41	86.19%
531326	ADVERTISING	-	10.42	-	41.67	(41.67)	125.00	125.00	0.00%
531357	EMPLOYEE RECOGNITION	-	500.00	241.34	2,000.00	(1,758.66)	6,000.00	5,758.66	4.02%
532325	REGISTRATION	459.00	165.00	584.00	660.00	(76.00)	1,980.00	1,396.00	29.49%

532332	MILEAGE	46.00	48.25	166.76	193.00	(26.24)	579.00	412.24	28.80%
532334	COMMERCIAL TRAVEL	-	41.67	-	166.67	(166.67)	500.00	500.00	0.00%
532335	MEALS	-	30.83	-	123.33	(123.33)	370.00	370.00	0.00%
532336	LODGING	-	175.83	140.00	703.33	(563.33)	2,110.00	1,970.00	6.64%
532339	OTHER TRAVEL & TOLLS	-	-	34.00	-	34.00	-	(34.00)	#DIV/0!
532350	TRAINING MATERIALS	-	333.33	2,168.92	1,333.33	835.59	4,000.00	1,831.08	54.22%
533225	TELEPHONE & FAX	3.80	14.17	15.17	56.67	(41.50)	170.00	154.83	8.92%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	182.68	182.33	0.35	547.00	364.32	33.40%
571005	DUPLICATING ALLOCATION	98.00	98.00	392.00	392.00	-	1,176.00	784.00	33.33%
571009	MIS PC GROUP ALLOCATION	643.42	643.50	2,573.68	2,574.00	(0.32)	7,722.00	5,148.32	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	193.58	193.58	774.32	774.33	(0.01)	2,323.00	1,548.68	33.33%
591519	OTHER INSURANCE	95.86	96.33	375.94	385.33	(9.39)	1,156.00	780.06	32.52%

Totals		32,977.10	31,110.75	131,814.42	124,443.00	7,371.42	373,329.00	241,514.58	35.31%
--------	--	-----------	-----------	------------	------------	----------	------------	------------	--------

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
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		2,072.18	200.00	8,176.87	800.00	7,376.87	2,400.00	(5,776.87)	340.70%

Human Resources-Safety
42

Date Ran 5/21/2015
Period 4
Year 2015

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!
411100	GENERAL PROPERTY TAXES	(3,771.08)	(3,771.08)	(15,084.32)	(15,084.33)	0.01	(45,253.00)	(30,168.68)	33.33%
474106	INTERGOVT SHARED SERVICES	(3,057.16)	(3,433.92)	(13,053.01)	(13,735.67)	682.66	(41,207.00)	(28,153.99)	31.68%
Totals		(6,828.24)	(7,205.00)	(28,137.33)	(28,820.00)	682.67	(86,460.00)	(58,322.67)	32.54%

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	4,041.67	4,489.83	15,827.78	17,959.33	(2,131.55)	53,878.00	38,050.22	29.38%
511310	WAGES-SICK LEAVE	255.80	-	1,067.98	-	1,067.98	-	(1,067.98)	#DIV/0!
511340	WAGES-HOLIDAY PAY	204.64	-	613.92	-	613.92	-	(613.92)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	89.53	-	89.53	-	(89.53)	#DIV/0!
512141	SOCIAL SECURITY	330.11	343.50	1,290.17	1,374.00	(83.83)	4,122.00	2,831.83	31.30%
512142	RETIREMENT (EMPLOYER)	306.14	305.33	1,196.77	1,221.33	(24.56)	3,664.00	2,467.23	32.66%
512144	HEALTH INSURANCE	795.47	1,325.17	5,062.45	5,300.67	(238.22)	15,902.00	10,839.55	31.84%
512145	LIFE INSURANCE	2.10	3.00	9.09	12.00	(2.91)	36.00	26.91	25.25%
512150	FSA CONTRIBUTION	-	20.83	250.00	83.33	166.67	250.00	-	100.00%
512173	DENTAL INSURANCE	27.01	90.00	336.33	360.00	(23.67)	1,080.00	743.67	31.14%
531311	POSTAGE & BOX RENT	-	1.67	-	6.67	(6.67)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	-	-	1.45	-	1.45	-	(1.45)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	16.67	(16.67)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	183.33	2,082.31	733.33	1,348.98	2,200.00	117.69	94.65%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	400.00	(400.00)	1,200.00	1,200.00	0.00%
531324	MEMBERSHIP DUES	-	-	210.00	-	210.00	-	(210.00)	#DIV/0!
532325	REGISTRATION	-	50.83	625.00	203.33	421.67	610.00	(15.00)	102.46%
532332	MILEAGE	51.76	6.25	51.76	25.00	26.76	75.00	23.24	69.01%
532335	MEALS	62.54	6.25	62.54	25.00	37.54	75.00	12.46	83.39%
532336	LODGING	56.14	11.67	56.14	46.67	9.47	140.00	83.86	40.10%
532350	TRAINING MATERIALS	-	140.00	-	560.00	(560.00)	1,680.00	1,680.00	0.00%
571004	IP TELEPHONY ALLOCATION	15.25	15.25	61.00	61.00	-	183.00	122.00	33.33%
571009	MIS PC GROUP ALLOCATION	75.67	75.67	302.68	302.67	0.01	908.00	605.32	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	32.25	32.25	129.00	129.00	-	387.00	258.00	33.33%
591519	OTHER INSURANCE	24.70	-	24.70	-	24.70	-	(24.70)	#DIV/0!
Totals		6,281.25	7,205.00	29,350.60	28,820.00	530.60	86,460.00	57,109.40	33.95%

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
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		(546.99)	-	1,213.27	-	1,213.27	-	(1,213.27)	#DIV/0!

	DEPARTMENT	Job Title	End Date	Start Date		Years	Months
Gerke, Shirley	Health	Public Health Nurse	5/1/2015	11/7/1994	20.50	20.00	6.00
Albertz, Sally	Health	Public Health Nurse	5/1/2015	11/1/1993	21.50	21.00	6.00
Cheek, Kathleen	Health	Public Health Nurse	5/1/2015	8/20/1991	23.70	24.00	(4.00)
Behm, Jacquelyn	Health	Public Health Nurse	5/1/2015	1/2/1990	25.30	25.00	4.00
Stearns, Mary	Health	Public Health Nurse	5/1/2015	7/20/1999	15.80	16.00	(2.00)
Seisser, "Mike" Mary	Register of Deeds	Chief Deputy Register of Deeds	6/1/2015	10/14/1974	40.70	41.00	(4.00)
					0.00	0.00	
					147.50		
					0.00		

Other County Practices

ROCK - illness of a minor child (includes stepchild, current foster child, or any other child they are legally responsible for) or a child who meets the definition of a disabled adult child.

DODGE – Indicates ‘child’. When I inquired, typically will be under 18

COLUMBIA – child that parent has “caregiving” responsibilities.

WASHINGTON – PTO system

Department Head Feed back: Definition of Dependent Child

If the child can be claimed as a dependent on taxes, essentially providing 50% support or more.

I consider a dependent child one that lives with you, needs your financial support, is legally your person to supervise, without concern as to age (in case of mental conditions).

a child is a child no matter what the age. If my 32 year old daughter is in the hospital I want to be there. We get time off to take our parents to doctors but not our children once they turn 18 – it’s not like we quit worrying about them at 18 years of age!

A dependent child is any child both biological, adopted or possibly living within the household as a legal foster child or appointed guardian. Also I do not see age being part of this definition, as if my 25 year old daughter had cancer I would still want the opportunity to use sick time to care for her if needed.

I have applied that section of the policy “dependent child” to mean up to 18 years of age or when that child turns 18. Anything after turning the age of “legal adult” has been handled under the FMLA.

Under 18 or in High School. I don’t think the IRS or our current Health plan definition makes sense to tie it to use of sick time. If there are two children, one going to college and the other who got a fulltime job after HS graduation, why would sick be allowed for one of these children but not the other...just because one became financially independent?

A dependent child is a bio, adopted, or foster child who can not be left alone.

We approve sick time for a dependent child under the age of 18 or still in high school. I believe we have also approved it for college children who are living on campus but do not have a permanent residence besides their parents address. I can see how everyone would look at it different since they could be dependents for tax purposes and are covered on the health insurance until age 26.

Your own sons or daughters, stepchildren by marriage, or legally adopted children for which you are the custodian by court order , or any legal guardianship that qualifies under IRS rules to be able to claim them on your taxes as a dependent.

Don’t reinvent the wheel....use the definition used for taxes.

I understand the personnel committee is taking this up at an upcoming meeting. Family policy educators continue to urge flexibility by employers in developing workplace policies on these and related issues. That stance helps to retain employees and demonstrates a commitment to work/family balance which attracts new employees in the labor market. The entire journal devoted to the Work/Family topic can be found online at: http://www.princeton.edu/futureofchildren/publications/journals/journal_details/index.xml?journalid=76

ORDINANCE NO. 2015-____

Amend Personnel Ordinance HR0680, Sick Leave with Pay, clarifying the definition of a ‘dependent’ child

Executive Summary

Currently, department heads are applying various definitions to the term ‘dependent child’ as it applies to the use of paid sick leave benefits under personnel ordinance HR0680, Sick Leave with Pay. Therefore, employees are receiving a different benefit level based on different interpretations. Under Wisconsin law, a parent’s duty to support his or her child continues until age 18, or age 19 if the child is still enrolled in high school or working on a high school equivalency course (GED). It is the recommendation of the Human Resources Committee to use this definition for ‘dependent child’ as it pertains to the use of paid sick leave benefits.

WHEREAS, Jefferson County recognizes that finding the balance between work and life/family commitments can be challenging, and the continued use of paid sick leave benefits to care for a sick child(ren) can assist in making the work/life balance easier for employees as well as a benefit that can help attract and retain new employees, and

WHEREAS, Jefferson County strives to treat all employees fairly and in the same manner.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0680, Sick Leave with Pay, to clarify the definition of dependent child so that it will be applied in the same manner to all employees.

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

Section 1. Section HR0680, Sick Leave with Pay is amended as follows:

HR0680 SICK LEAVE WITH PAY

C. **Use for immediate family:** In addition to any right that employees may have under state or federal law to use sick leave for family members, employees may use sick leave for the reasons described in Section (B) above involving members of their immediate family. Immediate family is defined for this purpose as dependent children, current dependent step children, spouse, parents and parents-in-law. Dependent child (biological, adopted or fostered) and current dependent step child for the purposes of sick leave use under this section are defined as follows:

1. A child or step child who is less than 18 years old
2. A child through the age of 19 if the child is pursuing an accredited course of instruction leading to the acquisition of a high school diploma or its equivalent
3. An adult child who is permanently and totally disabled and therefore cannot engage in any substantial gainful activity and a doctor determines the condition has lasted or can be expected to last continuously for at least a year or can lead to death

Employees may use up to three (3) days for each occurrence involving members of their immediate family. If due to extenuating circumstances additional time is needed, employees may be granted additional days of sick leave in excess of the three (3) days, upon the approval of their supervisor. If additional days are approved, the County may require verification as described below.

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

Fiscal Note: No additional fiscal impact is anticipated.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

07-14-15

Terri M. Palm: 06-11-15; Blair Ward: 06-11-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

APPLICATION PROCEDURE. To insure compliance with the provisions outlined in HR0270 the following procedure shall be followed in making appointments to the classified service:

- A. Department heads wishing to fill budget-authorized_positions shall request approval from the County Administrator or designee. A report of the positions approved will be provided to the Human Resources Committee. Department heads wishing to fill positions that are not authorized in the budget shall request approval from the County Administrator or designee, subject to review by the Human Resources Committee and final approval of the County Board. [am. ord. 2007-46, 02/12/08]
- B. If the filling of the position is approved, the Human Resources Department shall prepare and advertise the job description, salary, and required qualifications for the position. For generalized positions applications will be accepted annually, or as needed. In addition to advertising the Human Resources Department shall post any job vacancies within County service in several conspicuous places. Qualified County employees may notify the Human Resources Department of the desire to be included as an applicant for the position. The Human Resources Director, in concurrence with the department head, may elect to first post a position internally prior to advertising to the outside. [am. ord. 2007-15, 07/10/07; am. ord. 2007-46, 02/12/08; 3/13/12, ord. 2011-31]
- C. The Human Resources Department will review all applications, and select all applicants meeting minimum qualifications. The applications will be forwarded to the department head to select approximately five candidates to interview based on additional skills and/or knowledge applicable to the position. The department head will interview and select an employee. The EEO officer or designee will randomly participate in interviews as needed, or as requested. Reference checking will be completed on the recommended candidate and reviewed by Human Resources. Approval by the County Administrator or Human Resources Director is needed prior to an offer of employment or job change. [am. 2007-15; 07/10/07; re-lettered 2/12/08, ord. 2007-46; am. & re-lettered 3/13/12, ord. 2011-31]
- D. The County Administrator shall appoint the Corporation Counsel and department heads pursuant to Section 59.18(2)(b), Stats., subject to confirmation by the Board. [am. ord. 2005-08, 06/21/05; 2007-15, 07/10/07; re-lettered 02/12/08, ord. 2007-46]
- E. In cases where a fully qualified person could not be found, the County Administrator or the Human Resources Director and department head shall report to the Human Resources Committee the steps taken in attempting to locate such a qualified person, together with a statement that they wish to readvertise, or, in the alternative, that selection has been made from the applicants having less than appropriate qualifications. Human Resources Committee approval is required to select a person who has less than the appropriate qualifications. [am. 2007-15, 07/10/07; re-lettered 02/12/08, ord. 2007-46; am. 3/13/12, ord. 2011-31]
- F. However, to meet the needs of the County in emergency situations, any department head, with the approval of the County Administrator or Human Resources Director, may make immediate appointment of applicants on a temporary basis and delay official submission of the application as set forth in the preceding paragraphs for a period not to exceed 10 working days from the date of appointment. In such cases, the application must be accompanied by a statement showing cause for the use of this emergency procedure. Such emergency appointments shall then be reviewed and processed in accordance with the provisions of this section. [am. 2007-15, 07/10/07; re-lettered 02/12/08, ord. 2007-46; am. 3/13/12, ord. 2011-31]
- G. The procedure set forth in this section shall also apply in the case of the promotion of any County employee. [am. 2007-15; 07/10/07; re-lettered 02/12/08, ord. 2007-46]

**Report to Human Resources Committee
June 16, 2015**

Monthly Accomplishments/Goals:

- May and June reports included

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the April, 2015 Human Resources Committee meeting:

Child Support Agency

- Co-op student

Fair Park

- Fair Laborers, Pool

Highway

- Highway workers – FT x 3

Human Services

- Aging and Disability Resource Specialist – PT
- Economic Support Specialist - FT
- Group Home Worker – PT

Register of Deeds

- Administrative Assistant – PT (Temp Agency)

Sheriff Department

- Communications Operator - FT
- Deputy – FT x 2

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

- **Fair Park** –Laborer positions needed until regular parttime positions can be filled, including a summer position, caretaker positions, and an Occasional Part time Position (1000-hour)

Hiring Above Minimum Step and/or Additional Benefits.

- Nancy Schneider was hired as a Public Health Nurses, at step 7, 40 hours of vacation in 2015 and 120 hours of vacation in 2016.
- Emi Reiner was hired as a Public Health Nurse at step 6, 80 hours of vacation in 2016.
- Mary Magnuson was hired as a Public Health Nurses, at step 7, 40 hours of vacation in 2015 and 80 hours of vacation in 2016.

Reclassification Results. There were 10 requests, affecting 12 employees. There were 5 positions that were reclassified one grade, affecting 5 employees with a total annual cost of \$6561.00. There were 5 positions that were not successful in the reclassification request, affecting 7 employees. Please see attached for details.

Respectively submitted,



Terri M Palm
Human Resources Director



Date: June 8, 2015

To: Terri Palm-Kostroski, Human Resource Director

From: Katie McCloskey, Senior Human Resource Consultant

Re: Classification Recommendations

Jefferson County asked Carlson Dettmann Consulting (CDC) to review the classification of nine positions. The County submitted updated Job Description Questionnaires for each position for our review. CDC thoroughly analyzed the information and applied CDC's point factor job evaluation system. Based on this analysis and application of the point factor job evaluation system, CDC provided the following recommendations on the following pages.



Accounting Assistant One (Jail)

According to the JDQ, this position oversees the inmate's financial activities including managing deposited funds, ordering commissary, billing for medical charges within the jail and Huber payroll along with being responsible for other billing activities and statistical reporting. The JDQ states the responsibilities of this position have recently increased and become more complex due to a decrease in staffing from two full time equivalency staff to one and a half fulltime equivalency. CDC analyzed the information on the JDQ and applied CDC's point factor evaluation system. Based on this analysis and application of the point factor evaluation system, CDC recommends this position be moved into **Grade 3** on the non-represented pay structure.



Deputy Clerk of Court III (Clerk of Courts)

According to the JDQ, this position has taken on additional work responsibilities that include training, assigning and prioritizing work duties, along with evaluating the daily, weekly, and monthly work product of the Receptionist and Part-time Bookkeeper when these positions are filled. The JDQ indicates the two Deputy Clerk of Courts III's meet with the Receptionist and Part-time Bookkeeper to provide feedback regarding their performance, as well as provide input to the Clerk of Court and that state this position is called upon to make decisions and judgment in the absence of the Clerk of Court and the two Chief Deputy Clerks. While CDC understands the two Deputy Clerk of Court III's in these positions may provide guidance to Receptionist and Bookkeeper, based on the fact there are two Chief Deputies and the Director in the department and there are only 1.5 fulltime equivalency for whom the guidance is provided by the two Deputy Clerk of Court III's, CDC does not believe the level of responsibility listed on the JDQ rise to the level of "Lead" role. Therefore, it is CDC's recommendation, this position remain classified in a **Grade 4**.



Accounting Specialist II (Human Services)

According to the JDQ, this position has become more complex due to the growing complexities of insurance billing and the new multifaceted kinship eligibility determinations. The JDQ indicates these kinship decisions require the knowledge of more complex state statutes and that this position has added the responsibility of analyzing and designing work plans for new rules and regulations that impact billing. These new responsibility involve additional analysis along with constructing and testing new technology methods while working with MIS programmers to ensure the work can be done accurately and effectively. CDC thoroughly analyzed this position and applied CDC's point factor evaluation system, it is CDC's recommendation this position be moved to **Grade 6** on the non-represented pay schedule.



Advanced Accountant (Human Services)

According to the JDQ, the responsibilities of this position have become more complex as a result of increased compliance and reporting requirements. According to the JDQ, some examples of the more complex duties that have been added to this position include: reconciling payee bank accounts, issuing contracts annually following County, State and Federal guidelines; establishing rates with providers to ensure adherence to the allowable cost policy manual and code of federal regulations. CDC applied its point factor evaluation system and took into account the complexity of the position's current and new responsibilities as listed on the JDQ. While the points for the position did change, the increase in points did not move this position into the next grade. Therefore, it is CDC's recommendation this position remain classified in a **Grade 8** on the non-represented pay structure.



Economic Support Assistant (Human Services)

According to the JDQ this position's responsibilities and level of accountability have increased. The JDQ indicates these changes are due to the Affordable Care Act and a renewed emphasis on timely processing performance standards. According to the JDQ, the focus of this position has changed. The title of this position was previously the title "Administrative Specialist and Document Scanner" position, but according to the JDQ the responsibilities have changed to become more of an Assistant to Economic Support. CDC thoroughly reviewed the JDQ and the additional responsibilities and applied CDC's point factor evaluation system. Based on CDC's analysis and application of CDC's point factor evaluation system, it is CDC's recommendation this position be moved into a **Grade 3** on the non-represented pay structure.



Financial Intake Worker (Human Services)

According to the JDQ, the responsibilities of this position have become more complex due to the market place insurance options and the residency determinations this position is responsible for. The position is responsible for insuring accurate insurance information and bill processing while thoroughly understanding and applying HIPPA regulations, client responsibilities, and applying enforcement procedures for nonpayment of services, calculating obligations to pay, and ensuring reimbursement to the agency while providing instruction and assistance to clients. CDC thoroughly reviewed the JDQ, analyzed the position and applied its point factor evaluation system. Based on this analysis and application of the CDC's point factor evaluation system, it is CDC's recommendation this position be moved to a **Grade 6** on the non-represented pay structure.



Intensive Supervision Worker (Human Services):

According to the JDQ, the Intensive Supervision Program exists to implement compliance of a juvenile with his or her court order as well as to ensure community safety and the primary objective of the Intensive Supervision Program is to ensure community safety by redirecting and reintegrating delinquent youth into pro-social activities by encouraging and supporting success in education, employment and family social interactions. The JDQ explains the Intensive Supervision Program has transformed over the past year to be more trauma informed and treatment focused versus the older model which according to the JDQ was more punitive. Some of the additional duties added to the JDQ include the following: creating a weekly group with set independent skills to learn; cooking, budgeting, hygiene, time management, employment, continuing education; implementing and monitoring Electronic Monitoring Program; informing parents and youth of community resources to assist in supporting positive connections; creating and implementing a curriculum for a self-esteem group for male & female youth; implementing treatment focused interactions with youth by utilizing trauma informed care and motivational interviewing skills; transitioning youth from most supervised to less supervised tiers; and EMH training including crisis assessment, crisis plan development, linkage and follow up. CDC thoroughly analyzed the JDQ and the additional responsibilities listed.

While CDC understands the responsibilities of the position have changed in regard to how the job responsibilities are carried out and CDC understands the challenges of this position are important and significant, CDC does not believe there has been enough change in the complexity of the position or level of responsibility of the position to warrant a change in the job evaluation points already afforded this position. Therefore, it is CDC's recommendation the position remain in a **Grade 4** on the non-represented pay structure.



Maintenance Worker I (Human Services)

According to the JDQ, due to the addition of new equipment and additional duties and responsibilities added to this position, the responsibilities of the position have become more complicated. The Tridium program for the heating system and the Genetech Swipe Cared system are two examples provided on the JDQ of new, more complex equipment this position is now required to maintain along with the additional responsibility of electronically monitoring the HVAC equipment and independently responding to those alerts. The JDQ indicates programming and maintenance of the electronic lock system, programming and responding to duress buttons; responding and tracking the HVAC system; and data tracking and scheduling and maintenance of a more complex fleet of vehicles are now required of this position. This position completes all routine building checks and is required to respond to issues with the buildings on weekends and holidays. CDC thoroughly reviewed the JDQ, analyzed the position and applied CDC's point factor evaluation systems. The resulting points for this position moved the position into a Grade 5. Therefore, it is CDC's recommendation, this position be moved into a **Grade 5** on the non-represented pay structure and the title of the position become Maintenance Worker II to be in-line with the County's other maintenance positions on the pay structure in a Grade 5.



Child Support Enforcement and Paternity Specialist (Child Support)

According to the JDQ, this position has taken on the responsibilities of interviewing, recommending, training and supervising high school intern students during their tenure at the agency along with some other additional duties. CDC thoroughly reviewed the JDQ and the additional responsibilities list on and applied CDC's point factor evaluation system. Based on CDC's analysis and application of job evaluation points, the placement of this position on the pay structure did not change. It is CDC's recommendation that the position remain classified in a **Grade 6**.