

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

Monday, January 23, 2017 @ 8:30 a.m.

Committee Members: James Braughler, Greg David, Jim Mode, Michael Wineke, Lloyd Zastrow

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. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval December 20, 2016 minutes
7. Communications
8. Set the 2017-2018 Human Resources Committee meeting schedule
9. Review and discussion of Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Process, specifically regarding the reclassification processes
10. Discussion and possible action to recommend the reclassification of the Administrative Services Division Manager position at Human Services
11. Discussion and possible action to recommend the reclassification of the Medical Office Assistant at Human Services
12. Update on and review of Task Force assignments
 - a. Analysis of overtime and sick time utilization
 - b. Professional Development training
 - c. Recruitment and Retention
 - d. Succession Planning
13. Review of November, 2016 Monthly Financial Report for Human Resources and Safety
14. Report from Human Resources Director:
 - a. November and December, 2016, monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence approvals
 - e. Employees provided additional steps or benefits
 - f. Summary of compensatory time, vacation, holiday, and random hour carryovers
15. Set next meeting date and agenda items
16. Adjournment

Next scheduled meeting: Tuesday, February 21, 2017 at 8:30 a.m.

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this 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
December 20, 2016 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:32 am.
2. Roll Call: Present: Jim Braughler, Jim Mode, Michael Winecke, and Lloyd Zastrow. Greg David at 8:35 am. Others present: Barb Frank, Jerry Haferman, Brian Lamers, Terri Palm, Blair Ward and Benjamin Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: Barb Frank discussed concern of the number of reclassifications
6. Approval of Minutes. **Motion by J. Mode, second by M. Winecke, to approve the November 15, 2016 minutes.** Minutes approved 4:0.
7. Communications: Revised draft of Ordinance HR0645, Holidays, was distributed.
8. Discussion and possible action to re-title the Business Relations/Marketing Manager in Economic development. Discussion that the position was created in 2016 with the recommended job title of Business Relations/Marketing Manager. In September, 2016, a new Director was hired and recommends a new title of Marketing Manager, to better reflect the actual duties of the position. **Motion by L. Zastrow, second by J. Mode, to amend the County's Classification listing and re-title the Business Relations/Marketing Manager position in Economic Development to Marketing Manager.** Motion carried 5:0.
9. Discussion and possible action to recommend the reclassification of an Accountant I position at Human Services. Discussion that the individual holding the Accountant I position applied for and was awarded another position that was newly created for the 2017 budget. There are certain duties the individual is currently performing in the Accountant I (Grade 6) position that will be performed in the new position, and therefore will not be a requirement of the Accountant I position. As the position is vacant, the Human Services Director, Human Resources Director and County Administrator are requesting a reclassification to the Accounting Specialist II (Grade 5) position. **Motion by M. Winecke, second by B. David, to recommend to County Board the reclassification of an Accountant I position at Human Services to a Accounting Specialist II position at Human Services.** Motion carried 5:0.
10. Discussion and possible action to recommend the reclassification of the Administrative Services Division Manager position at Human Services. Discussion that the incumbent has provided the County notice of retirement. Concerns about recruiting in the current market and comparables of other counties prompted the Human Services Director to review the job description, note changes since the position was last evaluated and request a reclassification prior to hiring. Comments regarding inequity, and how other staff may perceive the request, was also discussed. Human Resources Committee requests that the item be placed on the January 2017 Committee Meeting agenda to allow the Human Services Director to provide additional information.
11. Discussion and possible action to recommend the reclassification of the Medical Office Assistant at Human Services. Discussion that the incumbent works very closely with Dr. Haggart, Psychologist, and if the position would need to be filled, it would need to be filled with a LPN. The incumbent is able to perform the duties due to her years of experience. Human Resources Committee requests that the item be placed on the January 2017 Committee Meeting agenda to allow the Human Services Director to provide additional information.
12. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0645, Holidays, to extend the 10 floating holidays to the Jail Food Services Supervisor position. Discussion that positions that are required to work 365 days/year are granted 10 floating holidays instead of the typical designated holidays. The Food Services Supervisor at the Sheriff's Office also is needed 365 days/year but was not included in the ordinance. **Motion by M. Winecke, second by G. David, to recommend to County Board amendment to**

Personnel Ordinance HR0645, Holidays, to grant the Food Services Supervisor in the Sheriff's Office 10 floating holidays. Motion carried 5:0.

13. **Motion by G. David, second by L. Zastrow, to move into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee disciplines.** *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee for the employee discipline during the closed session.* David, Aye; Zastrow, Aye; Braugher, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 8:57 am.

Note: Also present for matters under Section 19.85 (1)(e): J. Haferman, Patrol Captain; T. Palm, Human Resources Director; B. Ward, Corporation Counsel, and B. Wehmeier, County Administrator.

Present for matters under Section 19.85 (1)(c): J. Haferman, Patrol Captain; T. Palm, Human Resources Director; B. Ward, Corporation Counsel, and B. Wehmeier, County Administrator.
14. **Motion by J. Mode, second by G. David, to reconvene into open session.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into open session at 9:13am.
 - a) **Motion by M. Wineke, second by J. Mode, to approve the detective disciplinary action as recommended by the Sheriff.** Motion carried 5:0.
 - b) **Motion by G. David, second by M. Wineke, to approve the deputy disciplinary action as recommended by the Sheriff.** Motion carried 5:0.
15. Review of the October, 2016 Monthly Financial Report for Human Resources and Safety. No notable changes. However, it was discussed that even though the department is under budget at this time, overall, there are three items impacting this. First, the money budgeted for negotiations, although not all payments have been made, will be under budget and not utilized. Second, outstanding payments will be made to both the Employee recognition and the Professional Development accounts.
16. Report from Human Resources Director. The November monthly accomplishments and goals was unintentionally omitted from the packet and will be discussed at the January meeting. Seven vacant positions, 2 Emergency Help requests and one leave of absence approvals were reported. Two employees received 3 steps due to achieving their licensure at Human Services and 15 of 18 Masters' degree, licensed Social Workers received a bonus up to \$2000, based on meeting specific criteria. This money was budgeted as a retention tool in 2016 and again in 2017.
17. Set next meeting date and agenda items: Next meeting scheduled was changed from Tuesday, January 17, to Monday, January 23, 2017 at 8:30am. Agenda items to include items 10 and 11 regarding reclassification requests, the November monthly report, and Taskforce items.
18. Adjournment: **Motion by G. David, second by J. Mode, to adjourn.** Motion Carried 5:0. Meeting adjourned at 9:37am.

YOUR COUNTY GOVERNMENT AT WORK - SCHEDULE OF MEETINGS 2017-2018

COMMITTEE / BOARD	ROOM/TIME	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Administration & Rules/ICC Committee 8:30 a.m. / 9:00 a.m.	Administrative & Rules Last Wednesday; 8:30 a.m. Rm 112 ICC 3rd Monday	31 15	28 19	26 17	30 21	27 18	25 16	29 20	27 18	31 15	28 19	28 19	25 16
Blue Spring Lake Mgmt District	Called by President												
Bridges Federated Library Board	3rd Tuesday 6:00 p.m. Location Varies	16	20	18	15	19	17	21	19	16	20	20	17
County Board of Health	Bi Monthly 3rd Wed 1:00 p.m. Conf. Rm	17		19		20		15		17		21	
Courthouse Security & Facilities	1st Wednesday 8:30 a.m. Rm 202		7			6			6			7	
Criminal Justice Collaborating Committee	4th Wednesday 12:00 p.m. Rm 202	24	28	26	23	27	25	22	27	24	28	28	25
Economic Development Consortium	4th Thursday 8:30 a.m. UWX Rm 12	25	22	27	24	28	26	23	28	25	22	22	26
Fair Park Committee	1st Thursday 8:00 a.m. Conf. Rm	4	1	6	3	7	5	2	7	4	1	1	5
Finance Committee	2nd Thursday 8:30 a.m. Rm 112	11	8	13	10	14	12	9	14	11	8	8	12
Highway Committee	4th Tuesday 8:00 a.m. Hwy Office	23	27	25	22	26	24	28	26	23	27	27	24
Historic Sites Preservation Commission	3rd Thursday 6:30 p.m. UWX	18	15	20	17	21	19	16	21	18	15	15	19
Home Consortium Board	3rd Thursday 9:00 a.m. Waukesha	18	15	20	17	21	19	16	21	18	15	15	19
Human Resources Committee	3rd Tuesday 8:30 a.m. Rm 112	16	20	18	15	19	17	21	19	16	20	20	17
Human Services Board	2nd Tuesday 8:30 a.m. Workforce	9	13	11	8	12	10	14	12	9	13	13	10
Infrastructure Committee	1st Wednesday 9:00 a.m. Rm 112	3	7	5	2	6	4	1	6	3	7	7	4
Jefferson County Library Council	Called by President												
Lake Ripley Management District	3rd Saturday 9:00 a.m. Oakland	20	17	15	19	16	21	18	16	20	17	17	21
Land & Water Conservation Committee	3rd Wednesday 8:00 a.m. Rm 112	17	21	19	16	20	18	15	20	17	21	21	18
Law Enforcement Emergency Mgmt	4th Friday 8:30 a.m. Rm 112	26	23	28	25	22	27	24	22	26	23	23	27
Parks Committee	1st Monday 9:30 a.m. Rm 202	1	5	3	7	4	2	6	4	1	5	5	2
Planning & Zoning Committee	Last Monday 8:30 a.m. Rm 203	29	26	31	28	25	30	27	25	29	26	26	30
Planning & Zoning Public Hearing (PH)	3rd Thursday 7:00 p.m. Rm 205	18	15	20	17	21	19	16	21	18	15	15	19
Planning & Zoning Board of Adjustment (Site Inspections followed by PH)	2nd Thursday 1:00 p.m. Rm 203/205	11	8	13	10	14	12	9	14	11	8	8	12
Planning & Zoning Site Inspections	Friday prior to PH 8:00 a.m. Rm 203	5	2	9	4	8	6	3	8	5	2	2	6
Solid Waste & Air Quality Committee	Called by Chair 8:00 a.m. Rm 203												
University Extension Education Committee	2nd Monday 8:30 a.m. UW Rm 12	8	12	10	14	11	9	13	11	8	12	12	9
WI Counties Utility Tax Association	Quarterly												
Veterans Service Commission	Annually 2:30 p.m. Rm 112	Called by Chair											
WI River Rail Transit Commission	1st Friday 10:00 a.m. Dane Cty	5	2	7	4	1	6	3	1	5	2	2	6
COUNTY BOARD	2nd Tuesday 7:00 p.m. *Monday	9	13	11	8	12	10	14	12	X	13	13	17
	7:00 p.m.	Budget Public Hearing						24					



NOTE: AGENDAS ARE DUE TO ADMINISTRATOR'S OFFICE BY 10:00 A.M. ON WEDNESDAYS
Regular Meeting Dates are Subject to change and must be given to the County Administrator's Office

Elections
February 21, 2017
April 4, 2017

Board of Canvass
February 28, 2017
April 11, 2017

Finance Committee
Budget Hearings
September 11, 2017
September 13, 2017
September 14, 2017
September 15, 2017

WI Counties
Annual Conference
September 24-26, 2017

Clean Sweeps
June 24, 2017
September 22, 2017
September 23, 2017
September 30, 2017
October 6, 2017

County Fair
July 12-16, 2017
Fair Park Committee
Meetings Daily @ 2 p.m.

HOLIDAY

HR0210

AMENDMENT AND MAINTENANCE OF THE CLASSIFICATION PLAN. The annual budget, adopted in November, shall show all positions authorized for the various departments. Whenever one or more new positions are under consideration for possible establishment or whenever, because of any revision in organization or methods, a significant change of the duties or responsibilities of any existing position is to be made which may require the reclassification of such position, or whenever a new class is created to which any position may more appropriately be assigned, or whenever, because of the abolishment or combination of any existing positions or classes, an amendment to the classification plan is required, or whenever a position is vacant for more than one year, the following procedures shall be observed:

- A. The department head or the County Administrator shall report the significant facts relating to such possible changes in the classification plan in writing to the Human Resources Committee in the manner prescribed.
- B. The Human Resources Committee, upon written request of the County Administrator, upon written request of any employee, or upon its own initiative, may initiate an inquiry into the classification of any position. Written requests for changes in the classification plan shall be submitted to the Human Resources Department by April 1 of each year, with the exception of requests initiated by the County Administrator, which may be reviewed at any time. The County shall use a consultant to consider such proposed changes and shall review the classification plan. The consultant's recommendations shall be implemented unless it can be demonstrated that the consultant acted without any factual basis when considering the requests, or unless the Board takes action to uniformly delay or deny all recommendations based on budgetary or other constraints. Recommended changes shall be presented to the Human Resources Committee and then presented to the Board of Supervisors with the proposed County budget for the succeeding year. Reclassifications, grade reassignments or job title changes shall be effective January 1 of the succeeding year, unless otherwise recommended and approved by the Board of Supervisors. Employees requesting reclassification shall be informed of the consultant's recommendation and Human Resources Committee action by the Human Resources Department. [am. 07/08/08, ord. 2008-14; am. 09-10-13, ord 2013-14]
- C. No change in the status of a current employee, or employment of a new employee (other than on an emergency help basis) may be effected until the classification plan change has been approved by the Board of Supervisors. No change in the pay plan shall be made until the classification plan revision requiring a pay plan change has been approved by the Board. [am. 3/13/12, ord. 2011-31]

CARLSON
DETTMANN
CONSULTING

December 13, 2016

MEMORANDUM

TO: Terri Palm

FR: Charles E. Carlson

RE: Classification Review of Human Services Administrative Services Manager (Daniel)

The County requested a classification review of a position currently titled Human Services Administrative Services Manager that is held by Joan Daniel. The County provided an updated Job Description Questionnaire JDQ in support of the review request.

The Human Services Department has made revisions to Ms. Daniel's duties, the most significant of which appear to me to be:

Supervision and direction of Administrative Services Division Staff – all Fiscal Staff, HSD IT requirements and Facilities Maintenance. Two supervisors report to this Manager, Office Manager and Maintenance Supervisor. As such, oversee all capital projects, maintenance duties, Safety Committee, and compliance with purchasing policy throughout the Department.

Thus, the management responsibilities of the position have changed. ***In addition, in discussing the scope of responsibility of this position, the complicated nature of HSD funding and consequential responsibility for accounting for expenditure of program dollars are a key part of this job. Accordingly, I have evaluated the essential functions of the position and adjusted the position rating to reflect both the new management responsibilities and a more accurate reflection of the accountability for complex financial matters.***

As a result, I recommend allocating the revised position to Grade 14 of the County pay plan. The Human Services Department is the largest county department with the most significant financial impact on the organization. Allocation of the position to Grade 14 will place it one grade below the County Finance Director and HSD Deputy Director.

Please let me know if you have any questions regarding this recommendation.

Charles E. Carlson
charles.carlson@carlsondettmann.com
608.239.7991



December 13, 2016

MEMORANDUM

TO: Terri Palm

FR: Charles E. Carlson

RE: Classification Review of Human Services Medical Office Assistant (Broedlow)

The County requested a classification review of a new position titled Medical Office Assistant in the Human Services Department. This position's responsibilities would be those typical of a medical assistant – interfacing with patients/clients, performing routine tests, charting, other record-keeping and related clerical work, scheduling, etc. Entry level requirements are tech college training in the occupation and prior experience.

I recommend allocating the revised position to Grade 5 of the County pay plan. The position should be FLSA Non-exempt.

Please let me know if you have any questions regarding this recommendation.

RESOLUTION NO. 2016 - _____**Resolution retitling the Business Relations and Marketing Manager to Marketing Manager in the Economic Development Department, reclassifying an Accountant I to an Accounting Specialist II, reclassifying the Administrative Services Division Manager and reclassifying the Medical Office Assistant positions at the Human Services Department**Executive Summary

Reclassifications and title changes of four positions have been recommended by the department heads supervising the positions. The County Administrator has reviewed these recommendations and is requesting the reclassifications and retitling of positions, recommending the effective date retroactive to January 1, 2017. These requests are being made pursuant to Personnel Ordinance HR0210, Amendment and Maintenance of the Classification, which states:

Written requests for changes in the classification plan shall be submitted to the Human Resources Department by April 1 of each year, with the exception of requests initiated by the County Administrator, which may be reviewed at any time. The County shall use a consultant to consider such proposed changes and shall review the classification plan. The consultant's recommendations shall be implemented unless it can be demonstrated that the consultant acted without any factual basis when considering the requests, or unless the Board takes action to uniformly delay or deny all recommendations based on budgetary or other constraints. Recommended changes shall be presented to the Human Resources Committee and then presented to the Board of Supervisors with the proposed County budget for the succeeding year. Reclassifications, grade reassignments or job title changes shall be effective January 1 of the succeeding year, unless otherwise recommended and approved by the Board of Supervisors. Employees requesting reclassification shall be informed of the consultant's recommendation and Human Resources Committee action by the Human Resources Department.

The four requests and factual basis for each retitling and reclassification request are as follows:

1. The Glacial Heritage Development Partnership (GHDP) CEO/Jefferson County Economic Development Consortium (JCEDC) Executive Director is recommending a title change to the Business Relations and Marketing Manager position to Marketing Manager to more accurately reflect the duties and purpose of the position. Only a title change is necessary because the duties that were originally evaluated have not significantly changed.
2. After approval of the 2017 budget, the Accountant I position became vacant due to an internal promotion. The Accountant I position was performing duties of a higher classification, not typically performed in that position. The Human Services Director reassigned these duties to the newly created position of IT Specialist. As a result of this reassignment of job duties, the Human Services Director is recommending, and the County Administrator is requesting, a reclassification of the position from an Accountant I to an existing Accounting Specialist II position. In 2012, the County's consultant evaluated the Accounting Specialist II position at a Grade 5. This reclassification would result in a title change and reduction from Grade 6 to Grade 5.
3. After approval of the 2017 budget, it was learned that the Administrative Services Division Manager position would become vacant early in 2017. The Human Services Director reviewed the job description and determined that significant changes had occurred in the Administrative Services Division Manager position since it was last evaluated in 2012. These changes include increased responsibilities to ensure compliance with administrative regulations and laws and supervision of additional staff. In order to attract qualified candidates to fill the position, the Human Services Director is recommending, and the County Administrator is requesting, a reclassification of the position. The County's consultant evaluated the Administrative Services Division Manager position in December, 2016, and is recommending an increase from Grade 13 to Grade 14.
4. After approval of the 2017 budget, the Human Services Director determined that significant changes have occurred in the Medical Office Assistant position since it was last evaluated in 2012. These changes directly impact the medical doctor's work which includes monitoring the Prescription Drug Monitoring Program State

Medication website, running necessary client reports from the Echo system and completing chart reviews/following up with clients. The Medical Office Assistant is the main assistant for the Psychiatrist at Human Services performing job duties typically performed by a Licensed Practical Nurse. Working closely with and understanding the MD is essential to not only providing the best service, but also seeing as many clients as possible. In order to retain qualified candidates to fill this position with the required skills and training, the Human Services Director is recommending, and the County Administrator is requesting, a reclassification of the Medical Office Assistant position. The County’s consultant evaluated the Medical Office Assistant position in December, 2016, and is recommending an increase from Grade 4 to Grade 5.

On December 20, 2016, the Human Resources Committee voted to recommend the title change from Business Relations and Marketing Manager to Marketing Manager in the Economic Development Department and the reclassification of a vacant Accountant I position to an Accounting Specialist II position in the Human Services Department. On January 23, 2017, the Human Resources Committee voted to recommend a reclassification for the Administrative Services Division Manager position and the Medical Office Assistant position in the Human Services Department, effective January 1, 2017.

WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan, states that “written requests for changes in the classification plan shall be submitted to the Human Resources Department by April 1 of each year, *with the exception of requests initiated by the County Administrator, which may be reviewed at any time,*” and

WHEREAS, Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan, further states that “reclassifications, grade reassignments or job title changes shall be effective January 1 of the succeeding year, *unless otherwise recommended and approved by the Board of Supervisors,*” and

WHEREAS, the County Administrator requests and the Human Resources Committee recommends retitling the position of Business Relations and Marketing Manager to Marketing Manager in the Economic Development Department, reclassifying a vacant Accountant I position to an Accounting Specialist II position at the Human Services Department, reclassifying the Administrative Services Division Manager position at the Human Services Department and reclassifying the Medical Office Assistant position at the Human Services Department, effective January 1, 2017.

NOW, THEREFORE, BE IT RESOLVED that the 2017 County Budget setting forth position allocations in the Economic Development Department and the Human Services Department be and is hereby amended to reflect the above changes, effective January 1, 2017.

Fiscal Note:

- *No fiscal impact for retitling of the Business Relations and Marketing Manager to Marketing Manager in the Economic Development Department.*
- *The fiscal impact for 2017 of hiring a new employee into the vacant Accountant I position (Grade 6) and the Accounting Specialist II position (Grade 5) is a gross savings of \$2595. This takes into account the slight increase of cost of the promotion of the incumbent.*
- *The fiscal impact for 2017 of hiring a new employee into the Administrative Services Division Manager at the reclassified Grade 14 is a savings of \$5,320. This takes into account the overlapping of pay ranges and the budgeted amount for the incumbent.*
- *The fiscal impact for 2017 of the reclassification of the incumbent in the Medical Office Assistant position is \$1,262.*

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Requested by Human Resources Committee

02-14-17

Terri M Palm-Kostroski: 01-17-17, 01-18-17; J. Blair Ward: 01-18-17

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

JEFFERSON COUNTY

December 25, 2016 PAY STRUCTURE - HOURLY FORMAT

Grade	Minimum					Control Point					Maximum
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
22	\$ 49.59	\$ 51.01	\$ 52.42	\$ 53.83	\$ 55.25	\$ 56.67	\$ 58.09	\$ 59.50	\$ 60.92	\$ 62.33	\$ 63.75
21	\$ 47.82	\$ 49.17	\$ 50.54	\$ 51.91	\$ 53.27	\$ 54.64	\$ 56.00	\$ 57.37	\$ 58.74	\$ 60.10	\$ 61.47
20	\$ 46.01	\$ 47.33	\$ 48.64	\$ 49.96	\$ 51.27	\$ 52.59	\$ 53.90	\$ 55.22	\$ 56.54	\$ 57.85	\$ 59.17
19	\$ 44.23	\$ 45.50	\$ 46.77	\$ 48.03	\$ 49.29	\$ 50.56	\$ 51.82	\$ 53.09	\$ 54.34	\$ 55.61	\$ 56.87
18	\$ 42.46	\$ 43.67	\$ 44.88	\$ 46.09	\$ 47.30	\$ 48.52	\$ 49.73	\$ 50.95	\$ 52.16	\$ 53.37	\$ 54.59
17	\$ 40.67	\$ 41.83	\$ 42.99	\$ 44.15	\$ 45.32	\$ 46.48	\$ 47.63	\$ 48.79	\$ 49.96	\$ 51.12	\$ 52.28
16	\$ 38.89	\$ 40.00	\$ 41.11	\$ 42.21	\$ 43.33	\$ 44.44	\$ 45.55	\$ 46.66	\$ 47.77	\$ 48.88	\$ 50.00
15	\$ 37.10	\$ 38.16	\$ 39.23	\$ 40.29	\$ 41.35	\$ 42.41	\$ 43.46	\$ 44.52	\$ 45.58	\$ 46.65	\$ 47.71
14	\$ 35.32	\$ 36.33	\$ 37.34	\$ 38.36	\$ 39.36	\$ 40.37	\$ 41.38	\$ 42.39	\$ 43.40	\$ 44.41	\$ 45.42
13	\$ 33.54	\$ 34.50	\$ 35.44	\$ 36.41	\$ 37.37	\$ 38.33	\$ 39.28	\$ 40.24	\$ 41.20	\$ 42.15	\$ 43.11
12	\$ 31.76	\$ 32.66	\$ 33.57	\$ 34.48	\$ 35.38	\$ 36.29	\$ 37.20	\$ 38.10	\$ 39.01	\$ 39.92	\$ 40.82
11	\$ 29.96	\$ 30.83	\$ 31.69	\$ 32.54	\$ 33.41	\$ 34.26	\$ 35.11	\$ 35.97	\$ 36.82	\$ 37.68	\$ 38.55
10	\$ 28.19	\$ 29.01	\$ 29.80	\$ 30.61	\$ 31.42	\$ 32.22	\$ 33.02	\$ 33.83	\$ 34.64	\$ 35.44	\$ 36.25
9	\$ 26.41	\$ 27.15	\$ 27.91	\$ 28.66	\$ 29.43	\$ 30.17	\$ 30.92	\$ 31.69	\$ 32.44	\$ 33.20	\$ 33.94
8	\$ 24.62	\$ 25.33	\$ 26.03	\$ 26.73	\$ 27.44	\$ 28.14	\$ 28.83	\$ 29.55	\$ 30.25	\$ 30.95	\$ 31.66
7	\$ 22.84	\$ 23.49	\$ 24.16	\$ 24.79	\$ 25.46	\$ 26.10	\$ 26.76	\$ 27.41	\$ 28.07	\$ 28.71	\$ 29.38
6	\$ 21.06	\$ 21.66	\$ 22.27	\$ 22.86	\$ 23.46	\$ 24.07	\$ 24.67	\$ 25.28	\$ 25.87	\$ 26.48	\$ 27.08
5	\$ 19.27	\$ 19.82	\$ 20.37	\$ 20.93	\$ 21.47	\$ 22.02	\$ 22.58	\$ 23.13	\$ 23.68	\$ 24.23	\$ 24.77
4	\$ 17.49	\$ 18.00	\$ 18.49	\$ 18.99	\$ 19.49	\$ 19.99	\$ 20.49	\$ 20.99	\$ 21.49	\$ 21.99	\$ 22.49
3	\$ 15.48	\$ 15.92	\$ 16.36	\$ 16.81	\$ 17.25	\$ 17.68	\$ 18.14	\$ 18.57	\$ 19.02	\$ 19.45	\$ 19.90
2	\$ 13.69	\$ 14.09	\$ 14.48	\$ 14.87	\$ 15.26	\$ 15.65	\$ 16.05	\$ 16.43	\$ 16.83	\$ 17.22	\$ 17.60
1	\$ 12.13	\$ 12.46	\$ 12.82	\$ 13.17	\$ 13.50	\$ 13.85	\$ 14.21	\$ 14.54	\$ 14.89	\$ 15.24	\$ 15.59
	1	2	3	4	5	6	7	8	9	10	11

Area of Emphasis #2 - Staff/Work Environment

Actions	Outcome Goal	Who's Responsible	Reporting Entity	Target Date	Measure of Success
A - Analysis of OT and Sick Time utilization	Review current levels of OT and Sick Time usage and determine if policy changes and/or staffing changes may assist in reduction	Sheriff and Highway Commissioner	County Administrator and Human Resource Committee		
B(1) - Technology - ERP	Issue an RFP for an ERP system	Finance Director	County Administrator		
B(2) - Technology - Security	On-going evaluation of security balanced with operational needs	MIS	County Administrator; Infrastructure		
B(3) - Technology - long term plan	Continue to evaluate evolving change in technology working with DH on impacts and ROI	MIS	County Administrator; Infrastructure		
C(1) - HR - Training	Work with staff to further enhance training opportunities and focus on leadership and best management practices.	HR Director; DH	HR Committee; County Administrator		
C(2) - HR - Recruitment and Retainage	Continue on-going analysis with internal and external comparables to ensure the County is able to retain and recruit qualified staff. This may include reviewing the classification versus market conditions.	HR Director; DH; CA	HR Committee		

C(3) - HR - Sucession Planning	Work with DHs on mid to long term transtions to ensure senior management staff is prepared in moving forward.	County Administrator	HR Committee; Admin & Rules		
D - Facilities	Respective staff works to develop a facilities assessment to develop a long range plan for maintaining the County's facilities in a economically sustainable fashion.	Central Services Director; Human Services Staff; Highway Staff; Fair Park Staff; County Administrator	Infrastructure		

1. Analysis of overtime and sick time utilization

- Employees follow FLSA regulations in terms of overtime/comp time unless specified in the LAW Union contract and Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time. Ordinance is attached.
- Overtime/Compensatory Time, as well as Sick time used, for 2013, 2014, 2015, and 2016 is attached. Report is broken down between Sheriff –Sworn, Sheriff – nonsworn, Highway, Human Services and Other.
- Current HRIS system is administratively difficult to analyze overtime/comp time earned per ordinance or union contract verses FLSA.
- The Sheriff's department enters lump sum (not daily) time into county HRIS system.
- In April, 2015, an analysis of overtime was reviewed at the Highway Department (see attached memo). Individual time sheets for 50+ employees had to be reviewed/analyzed. For a two-week period, it took over 4 hours to manually calculate.

2. Professional Development Training

- Attended “Coaching for Accountability”, Part I, on September 20, 2016 and Part II on October 4, 2016. The training was presented by WCTC and consisted of two-3 ½ hour sessions.
- Reviewed the content and applicability for the county. Coordinated a focus group of managers and supervisors throughout the County that met on November 15, 2016. WCTC Presenter provided a broad overview of the training. Obtained feedback from the focus group that was positive and thought would be beneficial in their role as a leader and manager.
- October 28, 2016, met with MATC, School of Professional and Continuing Education, to discuss Leadership Needs at Jefferson County. A two-phase approach was recommended to gather data and identify areas for further consideration.
- The first phase consisted of a Leadership Needs survey, which was sent to 87 Department heads, managers, supervisors and leads throughout the County to “solicit current opinions and practices related to a set of qualitative leadership behaviors.” From November 17 – 30, 2016, 57 respondents participated in the survey, responding to 18 different competency categories.
- The second phase involved a focus group of 10 -12 respondents, representing different levels and departments of the County. This group met on December 16, 2016. The purpose of this stage was to obtain additional feedback based on the survey results.
- On January 12, 2017, met with MATC to review the Jefferson County Leadership Needs Assessment Summary. This summary identifies the areas that managers view as the greatest need for training and development and therefore guidance on topics to make available for our managers/supervisors.
- Next step will be to bring the two focus groups together and review the areas identified. Obtain feedback on proceeding, including the “Coaching for Accountability” training.
- Goal to provide at least three 6-8 hour training opportunities for staff and one 6 – 8 hour training annually for new managers/supervisors or those who are interested in becoming leaders in the County. Also will look at doing 30-minute lunch trainings, conducted by staff, on procedural issues such as performance reviews, budgets, FMLA, etc.
- A barrier may be funding available for 32 hours of training for all management staff.

3. Recruitment and Retention

- Recruitment:
 - Remaining competitive with surrounding counties as well as private sector employers has been identified as a concern. Specific positions have become increasingly challenging due to market changes. Ordinance was amended providing the Administrator latitude in offering not only additional pay, but benefits as well. Although this has allowed us to attract and recruit for hard-to-fill positions, it can cause an internal inequity with employees who have been with the County for several years.

- Offering a higher step, or movement to a higher step, to Human Services social workers who obtain licensure and professional hours that allow Medicare/Medicaid billing was implemented in 2016.
- Retention:
 - Offering an annual bonus to Human Services social workers who not only meet the requirements to bill professionally, but also meet or exceed the competencies/goals established for each position.
 - Looking at ways to reward or recognize individuals that doesn't have a huge impact on budget. There are two areas to explore:
 - Recognition for everyone. HR will be working with Administration to design a program that rewards/recognizes and involves everyone. Milestone recognition, "fun" days such as the Ugly Sweater Costume or potlucks are enjoyable for almost everyone who chooses to participate. Goal to have an outline of a program/events completed by March 31, 2017.
 - Recognition for exceptional service. An area that should not go unrecognized but also is most challenging, especially if tied to financial rewards. Non-monetary rewards are also effective, and should be done consistently and as a priority. A potential area in the Leadership Development.

4. Succession Planning

- Topic under Leadership Development will be designed towards new managers/supervisors and those who want to become leaders.

HR0360

HOURS OF WORK, OVERTIME, AND COMPENSATORY TIME. [am. 12/13/11, ord. 2011-21; am 04/16/2013, ord 2013-02 am 06/11/2013, ord 2013-07]**A. Exempt Employees**

1. State and federal law do not require an employer to make overtime or compensatory time available to exempt employees, as defined by law. Compensatory time for exempt employees is not intended to provide any compensation in addition to established salaries. Rather, it is a means of providing greater flexibility in scheduling work hours for exempt, salaried employees.
2. In lieu of other compensation for work in excess of 40 hours per week, Emergency Management Director, Circuit Court Commissioners, Assistant Corporation Counsels, Register in Probate/Attorney, Chief Deputy, Systems and Applications Manager, Information Technology Manager and department heads shall be entitled to 40 random hours off per year. Random hours not used by the end of a calendar year shall be forfeited. Random hours shall be prorated in the first and last year of employment based on actual time worked. Random hours for part time employees for a full year shall also be prorated based on the budgeted annual salary for the full year, converted to an equivalent number of hours. [am. ord. 2008-24, 11/10/2008; am. ord. 2008-35, 02/10/09; am. ord. 2009-17, 10/27/2009; am. ord. 2011-21, 01/13/2011; am. 12/11/12, ord. 2012-20; ord. 2015-12, 08/11/15]
 - a. Exempt employees are expected to work whatever hours are necessary beyond the workweek to assure that a complete and adequate job is done. [am. 3/13/12, ord. 2011-31]
 - b. Full-time persons receiving random days shall work eight (8) hours a day, Monday through Friday, primarily during regular business hours. [am. ord. 2007-31, 01/11/08]
 - c. Full-time employees working less than four hours a day, Monday through Friday, shall supplement worked time with paid-leave time such as sick, vacation, random, personal holiday, bringing total hours up to eight per day. Full-time employees working less than eight hours a day, but more than four hours a day, Monday through Friday, may supplement time worked with paid-leave time, or may opt to flex the necessary time during the same Monday through Friday work week at their discretion. [am. ord. 2007-31, 01/11/08; am. ord 2009-17, 10/27/2009]
 - d. Any altered daily work schedule for department heads will be at the discretion of the County Administrator, and may be granted if the needs of the county allow for such alteration.
 - e. All time worked shall be recorded and reported to the Human Resources Department with each payroll. This includes any use of paid-time off to fulfill the County's need to be accountable to the public, using 'exception notices' provided by the County.
3. Other classified exempt employees are eligible to use and accumulate compensatory time in accordance with the provisions of this policy.
 - a. Exempt employees are expected to work whatever hours are necessary beyond the workweek to assure that a complete and adequate job is done. [am. 3/13/12, ord. 2011-31]
 - b. Exempt compensatory time is accrued on an hour-for-hour basis for time worked in excess of 40 hours in a workweek.
 - c. Any altered daily work schedule from the assigned 40 hours per week will be at the discretion of the employee's department head, and may be granted if the needs of the department allow for such alteration. Public Health Nurses and the WIC Project Director assigned to work as Clinical Instructors for nursing students shall receive a bonus equal to one-dollar (\$1.00) for each hours spent by the employee with

nursing students. [am. 3/13/12, ord. 2011-31; am. 12/09/14, ord. 2014-32]

- d. There shall be no cash compensation for accrued exempt compensatory time at the time of termination. Exempt compensatory time may not be used to extend an employee's termination date.
- e. Non-represented, exempt employees may accrue up to 120 hours of compensatory time on an hour-for-hour basis for actual hours worked over 40 hours per week. This bank may be replenished, but must be used by November 30 of each year, or is forfeited. An extension may be requested by November 15 of each year, subject to approval of the County Administrator. A request to carry over any compensatory time earned between November 15 and November 30 must be made to the Human Resources Department by December 10 subject to the County Administrator's approval. Compensatory time approved for carryover must be used by March 1 of the succeeding year. The County Administrator shall report compensatory time carryover approvals to the Human Resources Committee. [am. ord. 2006-35, 2/14/06; ord. 2006-30, 3/13/06]
- f. Notwithstanding the foregoing or the amount of hour for hour compensatory time accumulated, a department head may limit use of compensatory time to a specified number of hours annually based on the needs of the department, or deny its use altogether when deemed necessary. [am. ord 2008-24, 11/10/2008]
- g. All time worked shall be recorded and reported to the Human Resources Department with each payroll. This includes any use of paid-time off, as well to fulfill the County's need to be accountable to the public, using 'exception notices' provided by the County.

B. Non-exempt Employees

- 1. Hours of Work. [am. 12/13/11, ord. 2011-21]
 - a. Employees' work hours are typically based on a 40-hour work week, with hours to be established by the department head to ensure that staff is available during business hours to assist the general public and clients the County serves. The core business hours at the Courthouse shall be 8:00 a.m. – 4:30 p.m., Monday through Friday, excluding holidays. No employee shall be guaranteed a minimum of 8 hours per day or 40 hours per week, depending on the operational or business needs of the department or County. [cr. 12/13/11, ord. 2011-21]
 - b. Except for Communication Operators and full-time Cooks, employees scheduled to work 6 hours or more are allowed a one-half hour to an hour, unpaid lunch break, whenever feasible. [cr. 12/13/11, ord. 2011-21]
 - c. Employees scheduled to work eight (8) or more hours in a day may be allowed two 15-minute paid rest breaks, one per each half of the shift. Employees scheduled to work less than eight (8) hours in a day may be allowed one 15-minute paid rest break. [cr. 12/13/11, ord. 2011-21]
 - d. Rest breaks and lunch breaks shall not be used for late arrival or early departure purposes, nor shall they be combined in order to take longer break periods.
 - e. If circumstances require, a department head may modify the hours of work for an employee. If a modification greater than one hour before and/or one hour after the core hours is needed in excess of a week, it shall be approved by the County

- Administrator, not less than on an annual basis. [am. 12/13/11, ord. 2011-21]
- f. Highway Employees: The core hours for the Highway department will be as follows: 7:00am – 3:30pm, Monday through Friday, with summer hours from 6:00am to 4:30pm, Monday through Thursday, beginning the week after Memorial Day through the week prior to Labor Day. The department head or designee may flex work hours up to one hour before and/or one hour after the core hours of work. In addition, the department head may adjust the core hours of work based on operational needs by posting the changes for employees, no less than 72 hours in advance. [cr. 12/13/11, ord. 2011-21]
 - g. Communication Operators. In lieu of the typical 40-hour work week, Communication Operators shall work a schedule consisting of five (5) days on followed by two (2) days off, followed by five (5) days on followed by three (3) days off. This rotation shall then repeat. [cr. 12/13/11, ord. 2011-21]
2. Classified employees who are subject to the provisions of the Fair Labor Standards Act shall receive overtime compensation at the rate of one and one-half times the employee's regular hourly rate or accrue compensatory time at the rate of one and one-half hours for all hours actually worked over forty (40) hours in a workweek in accordance with the provisions of this policy. Except as follows, no employee may receive overtime compensation or accrue compensatory time during a work week in which compensatory time off, vacation, holiday or sick leave was used, unless actual work time is greater than 40 hours in a workweek. [am. 12/13/11, ord. 2011-21]
- a. Maintenance Workers, including Courthouse, Human Services, Parks and Fair. Maintenance staff required to respond to a public service emergency call-in shall be paid at one and one-half (1 ½) times the hourly rate, unless the call in is immediately preceding or following the employee's scheduled shift. All other hours shall be paid at the regular rate of pay unless required otherwise under provisions of the Fair Labor Standards Act. [cr. 12/13/11, ord. 2011-21]
 - b. Highway Employees. Any time worked outside of the employee's scheduled 8 hours of work (10-hours during the summer schedule), shall be paid at one and one-half (1 ½) times the hourly rate. [cr. 12/13/11, ord. 2011-21]
 - c. Fair Week. Section 13(a)(3) of the Fair Labor Standards Act provides an exemption from FLSA overtime provisions for certain situations for an establishment which is an amusement or recreational establishment. During the week prior to, the week of, and the week following, any employee devoting 100% of work time to the operation of the County Fair is exempt from overtime, and all hours worked are paid at the regular rate of pay. [cr. 12/13/11, ord. 2011-21]
 - d. Communication Operators. Any time worked outside of the employee's scheduled hours of work shall be paid at one and one-half (1 ½) time the hourly rate of pay. In addition, Communication Operators may substitute, or trade shifts, with co-workers. Section 7(p)(3) of the FLSA provides that two individuals employed in any occupation by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for one another during scheduled work hours in performance of work in the same capacity. The hours worked shall be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime

compensation under the Act. Where one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift. [cr. 12/13/11, ord. 2011-21]

3. It is the policy of the County to avoid overtime work. Daily work schedules may be modified within the work week to accommodate workload fluctuations without accrual of compensatory time or payment of overtime. An employee shall work the hours prescribed by the employee's department head and shall work additional hours or overtime when directed to do so by the department head, manager or supervisor. Overtime shall be assigned within departments reasonably equally among the employees who normally do the work during their regular work day, whenever feasible. [am. 12/13/11, ord. 2011-21]
4. Employees must receive permission from the employee's immediate supervisor to work unscheduled additional hours, overtime or accrue compensatory time. Advance written approval may be required by the department head or authorized supervisor to use accumulated compensatory time. If compensatory time will be accrued for overtime hours worked in lieu of payment at the overtime rate, an understanding to that effect must be reached between the employee and the supervisor prior to the authorization to work overtime hours. [am. 12/13/11, ord. 2011-21]
5. When accrual of compensatory time is authorized, the following provisions shall apply:
 - a. Department heads shall have full responsibility and discretion for limiting the amount of compensatory time earned, providing it is equal to or less than the maximum established below. [cr. 12/13/11, ord. 2011-21]
 - b. An employee must have the appropriate department head's prior approval to use accumulated compensatory time. The dates when compensatory time off shall be granted shall be determined by agreement between the employee and the employee's department head.
 - c. Whenever possible, compensatory time is to be taken within thirty (30) days of the date it is earned, and taken with the prior approval of the department head. The use of compensatory time must not conflict with the needs of the department. Under normal circumstances, it is expected that compensatory time be used on an on-going basis as the workload permits, and not as a vacation supplement or addition.
 - d. The maximum amount of compensatory time which may be accumulated is 160 hours of overtime worked or 240 hours of compensatory time. An employee who has accrued the maximum number of hours of compensatory time may reduce the hours below the maximum by the use of time off and resume accrual of compensatory time. [am. ord. 2006-30, 3/13/06; am. 12/13/11, ord. 2011-21; am. 12/09/14, ord. 2014-32].
 - e. Any employee may request all or a portion of earned compensatory time to be paid out at any time during the year, providing it is paid out in the same year it was earned. Approval of a pay out of compensatory time request will require the approval of the department head and the Human Resources Director and shall not impose any disadvantage to the County. The maximum amount of accumulated compensatory time allowed shall be reduced by the number of hours paid out. [Ord. 2016-12, 10-11-16]
 - f. Any compensatory time not used by November 30 shall be paid on the next regular paycheck in December. On-call

- Intake Social Workers may request to carry over a maximum of 80 hours of compensatory time by November 30. The decision to authorize the carryover of compensatory time is at the discretion of the Human Services Director and in no case shall banked compensatory time exceed 240 hours. [cr. ord. 2014-32, 12/09/14; Ord. 2016-12, 10-11-16]
- g. If employment is terminated, any unused compensatory time will be paid to the employee at the regular rate of pay at the time of termination, or the average of the rate of pay over the last three years, whichever is greater. [am. 12/13/11, ord. 2011-21; Ord. 2016-12, 10-11-16]
 - h. The department head or designee is responsible for completing permanent time records for all non-exempt staff and ensuring that appropriate records for paid time off are provided to Human Resources for both non-exempt and exempt staff. [Ord. 2016-12, 10-11-16]
6. On-Call Duty: An employee shall be on-call when given a cell phone or pager and being told they are on-call. An employee who is on-call will receive an additional one hundred twenty five dollars (\$125.00) for a week (7 consecutive days) or fifteen dollars (\$15.00) for after hours Monday – Friday and twenty-five dollars (\$25.00) for Saturday or 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. Communication Operators 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. Effective January 1, 2015, Communication Operators working in a Field Training Officer (FTO) capacity for four (4) hours or more will receive two (\$2.00) dollars per hour shift differential for those hours. [cr. 12/13/11, ord. 2011-21; am. 11/12/14, ord. 2014-24]
 - 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. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31; 12/09/14, ord. 2014-32]
 - 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 upon implementation of an equipment certification process, no later than July 31, 2015. [am. 08-11-14, Ord 2014-17]
 - 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]

Overtime and Compensatory time
Hours

	2013	2014	2015	2016
Sheriff - Sworn	17541.71	18073.87	20238.87	21395.1
Sheriff - Nonsworn	2485.49	3576.89	4639.37	4076.15
Highway	12914.63	14671.33	12343.05	14128.56
Human Services	3158.68	4150.86	4135.64	4300.12
Other	4243.33	4309.69	4011.49	4006.04
Total	40343.84	44782.64	45368.42	47905.97

Overtime and Compensatory time
Dollars

	2013	2014	2015	2016
Sheriff - Sworn	\$ 571,558.03	\$ 618,711.83	\$ 711,060.74	\$ 766,244.21
Sheriff - Nonsworn	\$ 68,325.98	\$ 97,345.28	\$ 131,947.78	\$ 115,192.40
Highway	\$ 278,652.21	\$ 359,322.25	\$ 291,407.41	\$ 326,679.00
Human Services	\$ 32,796.04	\$ 64,014.91	\$ 49,218.40	\$ 52,528.92
Other	\$ 70,323.26	\$ 53,992.49	\$ 73,722.66	\$ 72,860.27
Total	\$ 1,021,655.52	\$ 1,193,386.76	\$ 1,257,356.99	\$ 1,333,504.80

Overtime and Compensatory time
Dollars w/ rollups

	2013	2014	2015	2016
Sheriff - Sworn	\$ 728,736.49	\$ 767,821.38	\$ 862,730.00	\$ 905,930.53
Sheriff - Nonsworn	\$ 78,096.60	\$ 111,606.36	\$ 151,014.23	\$ 131,607.32
Highway	\$ 318,499.48	\$ 411,962.96	\$ 333,515.78	\$ 373,230.76
Human Services	\$ 37,485.87	\$ 73,393.09	\$ 56,330.46	\$ 60,014.29
Other	\$ 80,379.49	\$ 61,902.39	\$ 84,375.58	\$ 83,242.86
Total	\$ 1,243,197.92	\$ 1,426,686.19	\$ 1,487,966.05	\$ 1,554,025.75

Exempt Comp

	2013	2014	2015	2016
Total	2658.25	3067.5	3357.5	3107.25

Item #12D

Sick Hours				
	2013	2014	2015	2016
Sheriff - Sworn	3975.5	4459.75	4480	4096.52
Sheriff - Nonsworn	1014.25	813.5	713.75	749
Highway	3318.62	3565.37	3747.86	3314.94
Human Services	7046	7262.57	7121.25	7333.75
Other	5533.43	5739.75	5561.44	5053.25
Total	20887.8	21840.94	21624.3	20547.46

Sick Hours/FTE				
	2013	2014	2015	2016
Sheriff - Sworn	41.85	46.94	47.16	43.12
Sheriff - Nonsworn	40.57	32.54	28.55	29.96
Highway	58.22	62.55	65.75	58.16
Human Services	47.61	49.07	45.94	46.71
Other	38.43	39.86	37.08	33.47
Total	44.54	46.57	44.86	42.37

Sick Dollars				
	2013	2014	2015	2016
Sheriff - Sworn	\$ 109,629.81	\$ 126,272.57	\$ 130,198.56	\$ 123,064.85
Sheriff - Nonsworn	\$ 20,035.08	\$ 15,939.23	\$ 14,196.12	\$ 15,328.54
Highway	\$ 73,385.61	\$ 81,215.46	\$ 86,652.07	\$ 79,341.28
Human Services	\$ 164,758.39	\$ 175,182.35	\$ 177,499.67	\$ 184,590.43
Other	\$ 129,152.63	\$ 135,429.69	\$ 135,164.50	\$ 128,278.37
Total	\$ 496,961.52	\$ 534,039.30	\$ 543,710.92	\$ 530,603.47

Sick Dollars w/ rollups				
	2013	2014	2015	2016
Sheriff - Sworn	\$ 139,778.01	\$ 156,704.26	\$ 157,969.91	\$ 145,499.57
Sheriff - Nonsworn	\$ 22,900.10	\$ 18,274.33	\$ 16,247.46	\$ 17,512.86
Highway	\$ 83,879.75	\$ 93,113.52	\$ 99,173.29	\$ 90,647.41
Human Services	\$ 188,318.84	\$ 200,846.56	\$ 203,148.37	\$ 210,894.57
Other	\$ 147,621.46	\$ 155,270.14	\$ 154,695.77	\$ 146,558.04
Total	\$ 582,498.15	\$ 624,208.82	\$ 631,234.81	\$ 611,112.45



JEFFERSON COUNTY HUMAN RESOURCES

Courthouse Room 111
311 S Center Ave.
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102

TERRI PALM KOSTROSKI
Human Resources Director

ELLEN BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Associate

April 2, 2015

RE: Non FLSA Overtime at Highway

The TimeCard Upload Report for the pay period of July 13, 2014 – July 26, 2014 was reviewed for the Highway department. During this two-week pay period, there was a total of 314.75 hours of overtime and 171.50 hours of compensatory time earned, for a total of 486.25 hours of pay or time at 1 ½ the regular rate. The total overtime hours and cost for **non-exempt** staff was 314.75 hours of OT costing \$10,534.32 and 146.25 hours of compensatory time costing \$4,742.08 for a total of 461.00 hours at \$15,276.40. The remaining 25.25 hours of comp time was earned by exempt staff.

There were 13 employees who also used time off with pay (i.e. vacation, sick) during the same week that they were paid overtime or earned comp time. If the County were following FLSA regulations, this vacation, sick, etc. would have been reduced to not exceed 40 hours OR the time would be paid at straight pay. If the Highway were following the same rules as other nonunion employees in the County, this would have resulted in 73.25 hours of less overtime/comp accrual, or about \$2450.389, which does NOT include WRS and FICA. *If this was a typical pay period, the annual cost, without FICA/WRS, would be about \$56,350.*

If you would like me to look at any other payroll(s), please let me know.

Terri

Item #13A

Human Resources
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Date Ran 12/21/2016
Period 11
Year 2016

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	(34,232.83)	(34,232.83)	(376,561.13)	(376,561.17)	0.04	(410,794.00)	(34,232.87)	91.67%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	(78.25)	(18.33)	(59.92)	(20.00)	58.25	391.25%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(17.00)	(27.50)	10.50	(30.00)	(13.00)	56.67%
451200	RECORDS & REPORTS	(390.00)	-	(390.00)	-	(390.00)	-	390.00	#DIV/0!
Totals		(34,622.83)	(34,237.00)	(377,046.38)	(376,607.00)	(439.38)	(410,844.00)	(33,797.62)	91.77%

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	11,472.53	16,738.17	126,682.50	184,119.83	(57,437.33)	200,858.00	74,175.50	63.07%
511210	WAGES-REGULAR	2,899.31	-	30,313.50	-	30,313.50	-	(30,313.50)	#DIV/0!
511240	WAGES-TEMPORARY	-	-	221.00	-	221.00	-	(221.00)	#DIV/0!
511310	WAGES-SICK LEAVE	-	-	2,395.79	-	2,395.79	-	(2,395.79)	#DIV/0!
511320	WAGES-VACATION PAY	566.50	-	8,194.11	-	8,194.11	-	(8,194.11)	#DIV/0!
511330	WAGES-LONGEVITY PAY	248.75	20.75	248.75	228.25	20.50	249.00	0.25	99.90%
511340	WAGES-HOLIDAY PAY	1,534.78	-	5,938.62	-	5,938.62	-	(5,938.62)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	207.08	-	2,820.11	-	2,820.11	-	(2,820.11)	#DIV/0!
512141	SOCIAL SECURITY	1,183.54	1,258.17	12,492.53	13,839.83	(1,347.30)	15,098.00	2,605.47	82.74%
512142	RETIREMENT (EMPLOYER)	1,117.30	1,106.08	11,655.36	12,166.92	(511.56)	13,273.00	1,617.64	87.81%
512144	HEALTH INSURANCE	4,959.26	4,485.08	49,153.45	49,335.92	(182.47)	53,821.00	4,667.55	91.33%
512145	LIFE INSURANCE	3.46	3.92	37.30	43.08	(5.78)	47.00	9.70	79.36%
512150	FSA CONTRIBUTION	-	62.50	750.00	687.50	62.50	750.00	-	100.00%
512173	DENTAL INSURANCE	327.08	270.00	2,948.08	2,970.00	(21.92)	3,240.00	291.92	90.99%
521218	ARBITRATOR	-	66.67	-	733.33	(733.33)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,620.75	12,765.50	17,828.25	(5,062.75)	19,449.00	6,683.50	65.64%
521220	CONSULTANT	-	416.67	-	4,583.33	(4,583.33)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,985.91	1,855.33	23,248.34	20,408.67	2,839.67	22,264.00	(984.34)	104.42%
521226	ERGONOMICS	-	20.83	-	229.17	(229.17)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	5,838.69	3,437.50	2,401.19	3,750.00	(2,088.69)	155.70%
521228	LABOR NEGOTIATIONS	5,821.44	2,083.33	6,499.94	22,916.67	(16,416.73)	25,000.00	18,500.06	26.00%
521229	RECRUITMENT RELATED	12.50	83.33	1,018.64	916.67	101.97	1,000.00	(18.64)	101.86%
521296	COMPUTER SUPPORT	-	350.83	4,194.29	3,859.17	335.12	4,210.00	15.71	99.63%
531298	UNITED PARCEL SERVICE UPS	-	-	7.46	-	7.46	-	(7.46)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTWA	-	125.00	1,984.03	1,375.00	609.03	1,500.00	(484.03)	132.27%
531311	POSTAGE & BOX RENT	25.52	25.00	336.99	275.00	61.99	300.00	(36.99)	112.33%
531312	OFFICE SUPPLIES	78.65	60.83	670.42	669.17	1.25	730.00	59.58	91.84%
531313	PRINTING & DUPLICATING	-	83.33	883.22	916.67	(33.45)	1,000.00	116.78	88.32%

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531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	333.81	1,466.67	(1,132.86)	1,600.00	1,266.19	20.86%
531324	MEMBERSHIP DUES	15.83	42.50	400.83	467.50	(66.67)	510.00	109.17	78.59%
531351	GAS/DIESEL	-	-	15.79	-	15.79	-	(15.79)	#DIV/0!
531357	EMPLOYEE RECOGNITION	21.56	500.00	2,994.16	5,500.00	(2,505.84)	6,000.00	3,005.84	49.90%
532325	REGISTRATION	-	143.75	1,439.00	1,581.25	(142.25)	1,725.00	286.00	83.42%
532332	MILEAGE	-	36.08	557.85	396.92	160.93	433.00	(124.85)	128.83%
532334	COMMERCIAL TRAVEL	-	41.67	-	458.33	(458.33)	500.00	500.00	0.00%
532335	MEALS	(1.15)	25.58	155.15	281.42	(126.27)	307.00	151.85	50.54%
532336	LODGING	-	171.33	984.00	1,884.67	(900.67)	2,056.00	1,072.00	47.86%
532339	OTHER TRAVEL & TOLLS	-	15.83	-	174.17	(174.17)	190.00	190.00	0.00%
532350	TRAINING MATERIALS	890.15	1,958.33	15,234.65	21,541.67	(6,307.02)	23,500.00	8,265.35	64.83%
533225	TELEPHONE & FAX	3.81	5.83	45.78	64.17	(18.39)	70.00	24.22	65.40%
571004	IP TELEPHONY ALLOCATION	49.58	49.58	545.38	545.42	(0.04)	595.00	49.62	91.66%
571005	DUPLICATING ALLOCATION	37.50	37.50	412.50	412.50	-	450.00	37.50	91.67%
571009	MIS PC GROUP ALLOCATION	481.25	481.25	5,293.75	5,293.75	-	5,775.00	481.25	91.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	201.08	201.08	2,211.88	2,211.92	(0.04)	2,413.00	201.12	91.67%
591519	OTHER INSURANCE	87.31	94.25	960.47	1,036.75	(76.28)	1,131.00	170.53	84.92%
592006	WRS INTEREST	-	-	12.51	-	12.51	-	(12.51)	#DIV/0!

Totals	35,275.53	34,987.00	342,896.13	384,857.00	(41,960.87)	419,844.00	76,947.87	81.67%
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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	652.70	750.00	(34,150.25)	8,250.00	(42,400.25)	9,000.00	43,150.25
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Item #13B

Human Resources-Safety
42

Date Ran 12/21/2016
Period 11
Year 2016

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	(3,691.08)	(3,691.08)	(40,601.88)	(40,601.92)	0.04	(44,293.00)	(3,691.12)	91.67%
474106	INTERGOVT SHARED SERVICES	(6,597.89)	(3,556.67)	(34,384.67)	(39,123.33)	4,738.66	(42,680.00)	(8,295.33)	80.56%
Totals		(10,288.97)	(7,247.75)	(74,986.55)	(79,725.25)	4,738.70	(86,973.00)	(11,986.45)	86.22%

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	3,854.46	4,656.50	46,279.03	51,221.50	(4,942.47)	55,878.00	9,598.97	82.82%
511310	WAGES-SICK LEAVE	61.29	-	1,309.25	-	1,309.25	-	(1,309.25)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	1,480.92	-	1,480.92	-	(1,480.92)	#DIV/0!
511340	WAGES-HOLIDAY PAY	435.84	-	1,461.62	-	1,461.62	-	(1,461.62)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	456.27	-	886.43	-	886.43	-	(886.43)	#DIV/0!
512141	SOCIAL SECURITY	360.22	356.25	3,851.17	3,918.75	(67.58)	4,275.00	423.83	90.09%
512142	RETIREMENT (EMPLOYER)	317.31	307.33	3,393.57	3,380.67	12.90	3,688.00	294.43	92.02%
512144	HEALTH INSURANCE	1,561.36	1,439.42	15,732.70	15,833.58	(100.88)	17,273.00	1,540.30	91.08%
512145	LIFE INSURANCE	4.21	2.33	38.79	25.67	13.12	28.00	(10.79)	138.54%
512150	FSA CONTRIBUTION	-	20.83	250.00	229.17	20.83	250.00	-	100.00%
512173	DENTAL INSURANCE	108.57	90.00	980.72	990.00	(9.28)	1,080.00	99.28	90.81%
531312	OFFICE SUPPLIES	-	2.08	61.27	22.92	38.35	25.00	(36.27)	245.08%
531313	PRINTING & DUPLICATING	-	2.08	16.57	22.92	(6.35)	25.00	8.43	66.28%
531314	SMALL ITEMS OF EQUIPMENT	-	-	5.39	-	5.39	-	(5.39)	#DIV/0!
531320	SAFETY SUPPLIES	-	-	230.46	-	230.46	-	(230.46)	#DIV/0!
531322	SUBSCRIPTIONS	-	-	465.27	-	465.27	-	(465.27)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	25.00	-	275.00	(275.00)	300.00	300.00	0.00%
531324	MEMBERSHIP DUES	-	18.33	285.00	201.67	83.33	220.00	(65.00)	129.55%
532325	REGISTRATION	-	84.17	600.00	925.83	(325.83)	1,010.00	410.00	59.41%
532332	MILEAGE	-	6.25	77.58	68.75	8.83	75.00	(2.58)	103.44%
532335	MEALS	-	6.25	42.46	68.75	(26.29)	75.00	32.54	56.61%
532336	LODGING	-	13.67	118.00	150.33	(32.33)	164.00	46.00	71.95%
532350	TRAINING MATERIALS	-	312.50	1,325.87	3,437.50	(2,111.63)	3,750.00	2,424.13	35.36%
535242	MAINTAIN MACHINERY & EQUIP	-	-	100.23	-	100.23	-	(100.23)	#DIV/0!
571004	IP TELEPHONY ALLOCATION	16.50	16.50	181.50	181.50	-	198.00	16.50	91.67%
571009	MIS PC GROUP ALLOCATION	80.25	80.25	882.75	882.75	-	963.00	80.25	91.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	33.50	33.50	368.50	368.50	-	402.00	33.50	91.67%
591519	OTHER INSURANCE	24.26	24.50	266.88	269.50	(2.62)	294.00	27.12	90.78%
594820	CAP OTHER	-	500.00	5,766.75	5,500.00	266.75	6,000.00	233.25	96.11%
Totals		7,314.04	7,997.75	86,458.68	87,975.25	(1,516.57)	95,973.00	9,514.32	90.09%

Item #13B

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		(2,974.93)	750.00	11,472.13	8,250.00	3,222.13	9,000.00	(2,472.13)	



**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

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Coordinator

KIM EGGERS
Safety Coordinator

**Human Resources Department
Monthly Report
November, 2016**

Issues/Items for November, 2016:

- Personnel issues:
 - 4 new and 3 ongoing performance-related concerns/investigatory issues, resulting in:
 - 1 counselling
 - 1 written warnings
 - 1 Performance Improvement Plan
 - 1 three-day suspension
 - 0 voluntary resignation
 - 0 terminations of employment
 - 0 investigations on-going
 - 1 computer/phone record searches
 - 0 employee privacy complaint investigation
 - 1 new employee health-related concerns
 - 0 employee accommodation, not Leave of Absence
 - 2 extensions of leave of absences, 2 as accommodations
 - 4 on-going Worker's compensation claims
 - 1 individual employee EAP referrals, 1 work-related and 0 personal
- Trainings
 - Attended "Additional Contributions" webinar on November 17, 2016 by the Department of Employee Trust Fund
- Recruitment and Retention
 - Recruited for 6 positions and received/reviewed 70 applications
 - Processed 3 new hires/transfers and 2 promotions
 - Processed 2 employee separations/seasonal layoffs
 - Processed 0 status changes
 - Completed and/or reviewed 7 reference checks, 3 education checks, 2 caregiver background checks and 2 criminal record checks on 2 candidates, of which 2 applicants were extended an offer and 0 is pending. 2 applicants accepted and 0 applicants declined.
- Employment Law/Personnel Ordinance/Employee Labor Relations
 - Monitored 133 active approved FMLA requests, both new and continuing

- Received **3** First Report of Injuries, of which **3** were reportable
- Accommodated **1** new disability requests
- Participated in discussions and tentative agreement in union negotiations
- 2 bullying/hostile work environment investigation

- Safety
 - Completed Safety Audit Walk through, and provided recommendations for improvements, at the Jail
 - Completed Building Evacuation map for the Courthouse

- Miscellaneous
 - Life Matters/EAP participation up 5% in 2016 from 2015
 - Coordinated with MATC the selection of participants and questions for the Professional Development/Leadership survey
 - Coordinated Coaching For Accountability focus group, with a recommendation to provide the training to all supervisors and managers in the Spring, 2017
 - Updated Continuity of Operations documents
 - Completed 1 annual performance evaluation
 - Responded to **1**Records requests
 - Participated in **3** Alert System demonstration for both organizational and county-wide system
 - Completed/updated **12** job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Coordinated and managed annual Biometrics Screening on November 7 for 114 employees and 61 family members/Jefferson School District employees/City of Jefferson employees

Action Items for December, 2016:

- Continue on June, 2016 Action Items

- Continue to monitor and enhance LEAN project of reducing recruitment time

- Complete Fire Extinguisher training for Human Services/Health employees and Highway

- Offer a Safety Training opportunity

- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse

- Coordinate a Professional Development Focus group for future training and development needs

- Coordinate an Ugly Sweater Contest

- Make a recommendation regarding a Mass Alert notification system

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

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

KIM EGGERS
Safety Coordinator

**Human Resources Department
Monthly Report
December, 2016**

Issues/Items for December, 2016:

- Personnel issues:
 - 3 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 1 counselling
 - 0 written warnings
 - 0 Performance Improvement Plan
 - 2 suspensions
 - 0 voluntary resignation
 - 0 terminations of employment
 - 0 investigations on-going
 - 1 computer/phone record searches
 - 0 employee privacy complaint investigation
 - 1 new employee health-related concerns
 - 0 employee accommodation, not Leave of Absence
 - 1 extensions of leave of absences, 1 as accommodations
 - 4 on-going Worker's compensation claims
 - 1 individual employee EAP referrals, 1 work-related and 0 personal
- Trainings
 - Attended Health Insurance informational meeting with the Jefferson School District on December 1, 2016
 - Attended Human Resources ERP Process-gathering trainings December 12 and 13, 2016
 - Finalized the selection of participants for the Professional Development/Leadership focus group which met with MATC facilitators on December 16, 2016
- Recruitment and Retention
 - Recruited for **7** positions and received/reviewed **49** applications
 - Processed **10** new hires/transfers and 0 promotions
 - Processed 4 employee separations/seasonal layoffs
 - Processed 0 status changes
 - Completed and/or reviewed **9** reference checks, **8** education checks, **2** caregiver background checks and **1** criminal record checks on **6** candidates, of which **4** applicants were extended an offer and **1** is pending. **4** applicants accepted and **0** applicants declined. **1** applicant through temp agency.

- Employment Law/Personnel Ordinance/Employee Labor Relations
 - Monitored **107** active approved FMLA requests, both new and continuing
 - Received **3** First Report of Injuries, of which **2** were reportable
 - Accommodated **0** new disability requests
 - **0** bullying/hostile work environment investigation
 - **1** HIPAA violation investigation

- Safety
 - Completed Fire Extinguisher training throughout the County, with 315 employees voluntarily completing the program
 - Held quarterly County-wide Safety Committee meeting on December 20, 2016

- Miscellaneous
 - Organized a countywide Ugly Sweater Day on December 16, 2016
 - Organized and scheduled individual deferred compensation meetings with Nationwide on November 30 and December 1
 - Responded to **0** Open Records requests
 - Participated in **3** Alert System demonstration for both organizational and county-wide system
 - Completed/updated **0** job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Calculated and approved 6,328.58 hours of Compensatory Time pay-out, for a total of \$167,215.89 (exclusive of WRS and FICA)

Action Items for January, 2017:

- Continue on June, 2016 Action Items

- Continue to monitor and enhance LEAN project of reducing recruitment time

- Offer a Safety Training opportunity

- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse

- Make a recommendation regarding a Mass Alert notification system

- Implement pay range changes and reclassifications

- Calculate carryovers and accrual balances as of January 1

Respectfully Submitted,



Terri M Palm
Human Resources Director

**Report to Human Resources Committee
January 23, 2017**

MONTHLY ACCOMPLISHMENTS/GOALS:

- November and December, 2016, reports included

VACANT POSITION REQUESTS AUTHORIZED TO FILL.

The County Administrator and Human Resources Director have reviewed the following vacant position requests since the December 20, 2016 Human Resources Committee meeting:

Administration

- CJCC/Court Treatment Coordinator – full-time

Fair Park

- Caretaker (2) - Seasonal

Health Department

- Public Health Nurse – full-time

Human Services

- Administrative Assistant I – full-time
- Administrative Assistant II – full-time
- Nutrition Program Supervisor – full-time

Positions not authorized to fill. Fair Park Worker (1000 hours). Position not authorized to fill as no current vacancy exists.

EMERGENCY HELP REQUESTS.

There were no new emergency help requests were received since the December 20, 2016 Human Resources Committee meeting.

LEAVE OF ABSENCE (LOA) APPROVALS.

There were no new Leave of Absence or extension of Leave of Absence requests received that were outside of FMLA.

HIRING ABOVE MINIMUM STEP, HIRING WITH ADDITIONAL BENEFITS AND/OR ADDITIONAL STEPS FOR CURRENT EMPLOYEES:

- One licensed Social worker received a backpay bonus, correcting the amount received in 2016. This was part of the retention strategy approved through the 2016 budget.
- One additional step provided to IT Specialist upon promotion. Without the additional step, individual would receive less than a \$.05 increase for a significant increase in responsibilities.

COMPENSATORY TIME, VACATION, HOLIDAY, RANDOM HOUR CARRYOVER

- There were 6,328.58 hours of compensatory time paid out in December, 2016, at a cost of \$167,215.89. This does not include FICA or WRS, which would be approximately \$200,659.20.
- 2,224.75 hours of vacation were carried over into 2017, with 437.75 hours forfeited. The Sheriff's department can carry over up to 40 hours. Most general employees carried over 8 hours or less.
- 23.75 hours of holiday were carried over.
- 0 hours of random hours were carried over.

Respectively submitted,



Terri M Palm
Human Resources Director