

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

1. Call to Order: Chair, Jim Braughler called the meeting to order at 8:30 am.
2. Roll Call: Present: James Braughler, Jim Mode, Greg David, Paul Babcock, Michael Wineke. Others present: B. Block, B. Frank, B. Lamers, T. Palm, B. Udovich, B. Ward, B. Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by Ben Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: B. Block, Highway Department, questioned if the certification process was for new hires or for everyone. He believes the E1/E2 pay has divided the department and favoritism occurs when making work assignments. B. Block also commented on the Highway overtime survey and recognized that many respondents to the survey followed FLSA regulations but the County shouldn't change our practice.
6. Communications: None.
7. Approval of July 9th minutes: **Motion by Greg David, second by Jim Mode, to approve the July 9, 2015 minutes as printed.** Motion Carried 5:0.
8. Discussion and possible action addressing E1/E2 Equipment Operator pay, including how it relates to an equipment certification process. Personnel Ordinance HR0360 indicates the HR Committee will review the E1/E2 pay by July 31, 2015. B. Wehmeier explained that the certification process is a new program and Highway Commissioner is not prepared to make a recommendation yet. The draft of the Certification Process policy incorporates different levels of training required, different classes of equipment and proposed pay progression pending the number and type of certifications received. Observations from committee/staff: Michael Wineke, understands that favoritism, or perception of favoritism, is damaging and generally, favor compensating for the skill level rather than just when using that skill; Jim Mode questioned if contracting has been considered and would be more cost efficient; Brian Lamers commented that many highways/public works have a summer and winter rate. **Item deferred until future meeting.**
9. Discussion and possible action to amend Exempt position listing under Personnel Ordinance HR0250 and HR0360. **Motion by Paul Babcock, second by Greg David to approve the changes in the exempt position listing, including the addition of Family Court Child Custody Evaluator as an "other exempt" position.** Motion carried 5:0. **Motion by Jim Mode, second by Paul Babcock, to recommend the ordinance changes as amended to County Board.** Motion carried 5:0.

10. Review of survey data regarding military leave and review and possible action amending Personnel Ordinance HR0461 regarding pay and/or benefits while on military leave. Committee reviewed the survey of paid or unpaid military leave from over 45 other counties/municipalities. **Committee asked HR Director to draft an amendment to ordinance providing 10 days of paid leave for training.**
11. Information and discussion on employment law/benefit changes:
 - a) State Health Plan. T. Palm explained several changes the County is watching regarding the State Health plan, including the option to pay employees to “opt out” and a dental plan option. The rules/processes for these changes are not finalized and rates won’t be known until the end of August. If the County would want to make a change, it would need a resolution to Board in September in time for the October open enrollment.
 - b) Fair Labor Standards Act (FLSA) amendments. T. Palm explained that the Department of Labor (DOL) has proposed revisions to FLSA regulations, increasing the salary requirement for exempt employees. This change could potentially affect 9 positions and approximately 16 employees.
 - c) Highway overtime survey. B. Wehmeier explained that the Task Force Committee was looking at a variety of issues, including overtime. The Personnel Ordinance requires all non-represented employees to follow the FLSA regulations in regards to overtime, except for the Highway Department. Information provided to the HR Committee for a future meeting to consider any changes.
12. Review of Human Resources Department, May 2015, Financial Report. No significant changes from April’s report. The Section 125 line item is over budget, and will continue to widen, due to the administrative cost of more participants.
13. Report from Human Resources Director. The Human Resources June monthly report was included, as well as the 11 vacancy requests, 1 emergency help request, 2 employees starting above minimum step or additional steps provided and 1 reclassification result.
14. There was no closed session item to address at this time.
15. Next Meeting: Tuesday, August 18, 2015 at 8:30 am. Agenda items to include Military Leave and Highway overtime survey.
16. Adjournment: **Motion by G. David to adjourn, second by Paul Babcock.** Motion Carried 5:0. Meeting adjourned at 9:37 am.

ORDINANCE NO. 2015-____

Amend Personnel Ordinance HR0461, Military Leave Procedure, to provide employees military leave without loss of pay for up to 10 days

Executive Summary

Ordinance 2011-31, adopted on March 13, 2012 by the Jefferson County Board of Supervisors created the current Military Leave Procedure, section HR0461 of the Personnel Ordinance. The current ordinance gives employees the option to substitute accrued time while on leave; otherwise the leave is unpaid, other than military wages received which may be less than wages earned with the County. The current ordinance does maintain the employees' benefits, including health and dental, for the first 36 months of leave. The employee is required to pay only the employee-share of the contribution for the first 18 months.

It is the recommendation of the Human Resources Committee to update the Personnel Ordinance by amending the Military Leave Procedure to provide employees military leave without loss of pay for up to 10 days or 80 hours, whichever is less. Employees would reserve the right to substitute appropriate accrued pay.

WHEREAS, Jefferson County recognizes the personal and professional sacrifices employees in the military must make to serve their country, and

WHEREAS, Jefferson County currently has six employees in the uniformed services who are eligible for Military Leave.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0461, Military Leave Procedure, to ensure that employees on military leave are not without loss of pay for up to 10 days or 80 hours of training, whichever is less.

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

Section 1. Section HR0461, Military Leave Procedure, is amended as follows, creating sections C (1) and C (2) and renumbering remaining sections:

HR0461 ~~MILITARY LEAVE PROCEDURE.~~

C. Wages

1. Employees who are required to attend training as members of the uniformed services shall receive up to ten (10) days or eighty (80) hours, whichever is less, of pay per calendar year while attending said training. A county employee who is required to report for military training shall be paid his or her county pay, excluding overtime, upon submission of employee's leave and earnings statement (LES), less any military pay and allowances that he or she receives. If the military pay and allowances equal or exceed his or her county pay, no payment for salary or wages will be paid to the employee from the County.
2. An employee has the choice to use vacation, holiday, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances. If an employee chooses to use accrued time, there is no requirement to submit a leave and earnings statement.
43. Any other Military Leave is unpaid. An employee has the choice to use vacation, holiday, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances.

- 2.4. Employees on Military leave will continue to receive any ‘across-the board’ wage adjustment approved by County Board.
- 3.5. Employees shall receive any step increase they reasonably would have been afforded if they had been actively working.
- 4.6. Upon return from Military Leave, employees shall be promoted to positions that they reasonably would have been promoted to if they had been actively working and based on seniority.

D. Return from Military Leave

- 1. If employee is gone 1 – 30 days, the employee should report to work the next scheduled workday. Usually 8 hours is given to rest before returning to work.
- 2. If employee is gone 31 – 180 days, the employee has 14 days to reapply and return to work.
- 3. If employee is gone 181+ or more days, the employee has 90 days to reapply and return to work.
- 4. It is not reasonable to assume an employee will necessarily pass a probationary period, as defined in a union contract, without sufficient time to observe the employee’s work. Therefore, if an employee is in a probationary period when military leave begins, the remainder of the probationary ~~time~~ period must be completed upon return. [am. 3/13/12, ord. 2011-31]
- 5. An employee returning from military leave ~~shall~~ has the right to be reemployed in a position according to USERRA regulations. This may include being promoted, reclassified, demoted, transferred, placed on layoff or terminated if circumstances changed as to make reemployment impossible or unreasonable. [am. 3/13/12, ord. 2011-31]
- 6. If military leave lasts more than 30 days, Federal law gives employees certain job protection for 6 – 12 months after return.

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

Fiscal Note: Military Leave hours/pay would already be included in the total hours budgeted for each employee, as are accrued benefits such as vacation, sick, etc. Therefore, there is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

09-8-15

Terri M. Palm: 7-29-15; J. Blair Ward: 7-31-15

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

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)	(185,429.52)	(185,429.50)	(0.02)	(370,859.00)	(185,429.48)	50.00%
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	(2.87)	(20.00)	17.13	(40.00)	(37.13)	7.18%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(15.00)	(15.00)	-	(30.00)	(15.00)	50.00%
Totals		(30,904.92)	(30,910.75)	(185,447.39)	(185,464.50)	17.11	(370,929.00)	(185,481.61)	50.00%

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	14,180.27	17,390.83	92,602.35	104,345.00	(11,742.65)	208,690.00	116,087.65	44.37%
511210	WAGES-REGULAR	-	-	7,600.00	-	7,600.00	-	(7,600.00)	#DIV/0!
511310	WAGES-SICK LEAVE	198.29	-	1,435.69	-	1,435.69	-	(1,435.69)	#DIV/0!
511320	WAGES-VACATION PAY	134.30	-	134.30	-	134.30	-	(134.30)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	34.08	-	204.50	(204.50)	409.00	409.00	0.00%
511340	WAGES-HOLIDAY PAY	102.32	-	3,080.87	-	3,080.87	-	(3,080.87)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	1,130.04	-	1,870.28	-	1,870.28	-	(1,870.28)	#DIV/0!
512141	SOCIAL SECURITY	1,149.49	1,325.08	7,850.90	7,950.50	(99.60)	15,901.00	8,050.10	49.37%
512142	RETIREMENT (EMPLOYER)	1,070.39	1,184.92	6,740.47	7,109.50	(369.03)	14,219.00	7,478.53	47.40%
512144	HEALTH INSURANCE	4,931.98	4,385.33	26,187.17	26,312.00	(124.83)	52,624.00	26,436.83	49.76%
512145	LIFE INSURANCE	10.12	9.17	56.76	55.00	1.76	110.00	53.24	51.60%
512150	FSA CONTRIBUTION	-	62.50	750.00	375.00	375.00	750.00	-	100.00%
512173	DENTAL INSURANCE	337.30	270.00	1,604.62	1,620.00	(15.38)	3,240.00	1,635.38	49.53%
521218	ARBITRATOR	-	66.67	-	400.00	(400.00)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,520.00	6,300.50	9,120.00	(2,819.50)	18,240.00	11,939.50	34.54%
521220	CONSULTANT	-	416.67	-	2,500.00	(2,500.00)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,749.84	583.33	12,259.80	3,500.00	8,759.80	7,000.00	(5,259.80)	175.14%
521226	ERGONOMICS	-	20.83	-	125.00	(125.00)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	250.00	1,875.00	(1,625.00)	3,750.00	3,500.00	6.67%
521229	RECRUITMENT RELATED	25.90	104.17	334.19	625.00	(290.81)	1,250.00	915.81	26.74%
521296	COMPUTER SUPPORT	-	337.33	4,009.73	2,024.00	1,985.73	4,048.00	38.27	99.05%
531303	COMPUTER EQUIPMT & SOFTWA	-	291.67	914.72	1,750.00	(835.28)	3,500.00	2,585.28	26.13%
531311	POSTAGE & BOX RENT	13.67	29.17	135.97	175.00	(39.03)	350.00	214.03	38.85%
531312	OFFICE SUPPLIES	9.11	110.83	155.94	665.00	(509.06)	1,330.00	1,174.06	11.72%
531313	PRINTING & DUPLICATING	130.07	83.33	493.51	500.00	(6.49)	1,000.00	506.49	49.35%
531314	SMALL ITEMS OF EQUIPMENT	79.96	-	338.96	-	338.96	-	(338.96)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	229.00	800.00	(571.00)	1,600.00	1,371.00	14.31%
531324	MEMBERSHIP DUES	-	42.50	439.59	255.00	184.59	510.00	70.41	86.19%
531326	ADVERTISING	-	10.42	-	62.50	(62.50)	125.00	125.00	0.00%

531357	EMPLOYEE RECOGNITION	423.90	500.00	782.59	3,000.00	(2,217.41)	6,000.00	5,217.41	13.04%
532325	REGISTRATION	-	165.00	584.00	990.00	(406.00)	1,980.00	1,396.00	29.49%
532332	MILEAGE	45.18	48.25	441.95	289.50	152.45	579.00	137.05	76.33%
532334	COMMERCIAL TRAVEL	-	41.67	-	250.00	(250.00)	500.00	500.00	0.00%
532335	MEALS	-	30.83	59.95	185.00	(125.05)	370.00	310.05	16.20%
532336	LODGING	-	175.83	535.00	1,055.00	(520.00)	2,110.00	1,575.00	25.36%
532339	OTHER TRAVEL & TOLLS	-	-	38.00	-	38.00	-	(38.00)	#DIV/0!
532350	TRAINING MATERIALS	(697.80)	333.33	1,471.12	2,000.00	(528.88)	4,000.00	2,528.88	36.78%
533225	TELEPHONE & FAX	3.80	14.17	22.77	85.00	(62.23)	170.00	147.23	13.39%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	274.02	273.50	0.52	547.00	272.98	50.10%
571005	DUPLICATING ALLOCATION	98.00	98.00	588.00	588.00	-	1,176.00	588.00	50.00%
571009	MIS PC GROUP ALLOCATION	643.42	643.50	3,860.52	3,861.00	(0.48)	7,722.00	3,861.48	49.99%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	193.58	193.58	1,161.48	1,161.50	(0.02)	2,323.00	1,161.52	50.00%
591519	OTHER INSURANCE	95.92	96.33	567.72	578.00	(10.28)	1,156.00	588.28	49.11%

Totals	27,149.72	31,110.75	186,162.44	186,664.50	(502.06)	373,329.00	187,166.56	49.87%
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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
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		(3,755.20)	200.00	715.05	1,200.00	(484.95)	2,400.00	1,684.95	29.79%

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)	(22,626.48)	(22,626.50)	0.02	(45,253.00)	(22,626.52)	50.00%
474106	INTERGOVT SHARED SERVICES	-	(3,433.92)	(13,053.01)	(20,603.50)	7,550.49	(41,207.00)	(28,153.99)	31.68%
Totals		(3,771.08)	(7,205.00)	(35,679.49)	(43,230.00)	7,550.51	(86,460.00)	(50,780.51)	41.27%

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	3,945.31	4,489.83	23,872.31	26,939.00	(3,066.69)	53,878.00	30,005.69	44.31%
511310	WAGES-SICK LEAVE	-	-	1,067.98	-	1,067.98	-	(1,067.98)	#DIV/0!
511320	WAGES-VACATION PAY	275.83	-	275.83	-	275.83	-	(275.83)	#DIV/0!
511340	WAGES-HOLIDAY PAY	6.57	-	818.74	-	818.74	-	(818.74)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	366.94	-	456.47	-	456.47	-	(456.47)	#DIV/0!
512141	SOCIAL SECURITY	337.10	343.50	1,942.38	2,061.00	(118.62)	4,122.00	2,179.62	47.12%
512142	RETIREMENT (EMPLOYER)	312.43	305.33	1,801.43	1,832.00	(30.57)	3,664.00	1,862.57	49.17%
512144	HEALTH INSURANCE	1,466.66	1,325.17	7,921.21	7,951.00	(29.79)	15,902.00	7,980.79	49.81%
512145	LIFE INSURANCE	2.33	3.00	13.98	18.00	(4.02)	36.00	22.02	38.83%
512150	FSA CONTRIBUTION	-	20.83	250.00	125.00	125.00	250.00	-	100.00%
512173	DENTAL INSURANCE	109.12	90.00	535.45	540.00	(4.55)	1,080.00	544.55	49.58%
531311	POSTAGE & BOX RENT	-	1.67	-	10.00	(10.00)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	2.23	-	4.38	-	4.38	-	(4.38)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	25.00	(25.00)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	183.33	2,082.31	1,100.00	982.31	2,200.00	117.69	94.65%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	600.00	(600.00)	1,200.00	1,200.00	0.00%
531324	MEMBERSHIP DUES	-	-	210.00	-	210.00	-	(210.00)	#DIV/0!
532325	REGISTRATION	-	50.83	805.00	305.00	500.00	610.00	(195.00)	131.97%
532332	MILEAGE	-	6.25	51.76	37.50	14.26	75.00	23.24	69.01%
532335	MEALS	-	6.25	62.54	37.50	25.04	75.00	12.46	83.39%
532336	LODGING	-	11.67	56.14	70.00	(13.86)	140.00	83.86	40.10%
532350	TRAINING MATERIALS	697.80	140.00	697.80	840.00	(142.20)	1,680.00	982.20	41.54%
571004	IP TELEPHONY ALLOCATION	15.25	15.25	91.50	91.50	-	183.00	91.50	50.00%
571009	MIS PC GROUP ALLOCATION	75.67	75.67	454.02	454.00	0.02	908.00	453.98	50.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	32.25	32.25	193.50	193.50	-	387.00	193.50	50.00%
591519	OTHER INSURANCE	24.72	-	74.12	-	74.12	-	(74.12)	#DIV/0!
Totals		7,670.21	7,205.00	43,738.85	43,230.00	508.85	86,460.00	42,721.15	50.59%

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		3,899.13	-	8,059.36	-	8,059.36	-	(8,059.36)	#DIV/0!



**JEFFERSON COUNTY
HUMAN RESOURCES**
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TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

Human Resources Department
Monthly Report
July, 2015

Issues/Items for July, 2015:

- Personnel issues:
 - 9 performance-related concerns/investigatory issues, resulting in:
 - 2 counselings with recommended training
 - 3 verbal warnings
 - 1 written warnings
 - 1 continuing investigation/pending action
 - 1 continued pending grievance
 - 1 termination in probationary period
 - 1 referral to the County's Employee Assistance Program
 - 2 employee health-related concerns
 - 1 employee accommodation
- Trainings
 - Attended "Health Insurance Eligibility" presented by the Department of Employee Trust Fund on July 30, via webinar
- Recruitment and Retention
 - Recruited for 9 positions and received/reviewed **247** applications
 - Processed 7 new hires, 2 full-time/part-time and 5 for Fair week
 - Processed 3 employee separations.
 - Completed and/or reviewed 8 reference checks and 2 education checks and 2 caregiver background check on 5 candidates, of which 4 applicants were extended an offer and 3 applicants accepted
- Employment Law
 - Monitored 66 active approved FMLA requests, both new and continuing
 - Received 2 First Report of Injuries, 0 were reportable
 - Investigated 2 Safety related complaints
 - Completed FLSA specific reviews in two County departments
 - Finalized investigation of 1 concern of a HIPAA privacy breach

- Miscellaneous
 - Responded to 2 Open Records requests
 - Completed/updated 11 job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Participated on interview panel for Dodge County Human Resources Director position
 - Gathered data from approximately 50 municipalities/counties regarding military leave policy, specifically pay and benefits
 - Organized employee drawing for fair tickets/fair concert tickets

Action Items for August, 2015:

- Complete 10 job descriptions
- Provide a “brown bag” safety training for department heads
- 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 2016 Human Resources budgets
- Kick off the 2016 Biometric Screening for Jefferson County and Jefferson City employees
- Complete HIPAA training for appropriate staff
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy

Respectfully Submitted,



Terri M Palm
Human Resources Director

**Report to Human Resources Committee
August 18, 2015**

Monthly Accomplishments/Goals:

- July report included

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

Human Resources

- Benefits Administrator – FT
- Human Resources Coordinator/Specialist – FT

The following position has been requested and is still under review:

Child Support Agency

- Enforcement Specialist - FT

Judiciary

- Judicial Assistant - FT

UW Extension

- Administrative Specialist - FT

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

- **Judiciary Report** – A request for assistance for Judicial Assistant has been submitted and is currently under review.
- **Van Driver** – Emergency help for a van driver at Human Services approved due to separation of employment and a leave of absence.

Hiring Above Minimum Step and/or Additional Benefits.

- Steve Coughlin was hired as a Highway Worker at step 6 of appropriate grade.

Respectively submitted,



Terri M Palm
Human Resources Director