

## Agenda

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

**June 18, 2013 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder, and Dick Schultz, Vice-Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of May 21, 2013 minutes
7. Communications
8. Monthly Financial Report
9. Retirement Recognitions, April – June, 2013
10. Consider Human Resources request for a new, part-time Safety Consultant, for the 2014 budget
11. Update on Affordable Care Act implementation
12. Consider reclassification recommendations
13. Consider HR0260, Notice of Termination; HR0390, Terminal Pay; and HR0690, Vacation Pay; including the past practice of utilizing all accruals prior to resignation and requirement to provide written notice
14. Report from Human Resources Director
  - a. Update on Community Supported Agriculture program
  - b. New position and reclassification requests for 2014
  - c. Vacant position requests
  - d. Emergency Help requests
15. Set next meeting date and agenda
16. Adjournment

**Next scheduled meeting: To be determined**

The Committee may discuss and/or take action on any item specifically listed on the agenda

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
May 21, 2013 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by J. Braugher.
2. Present: J. Braugher, G. David, D. Schulz, and J. Schroeder. Excused: P. Rogers. Quorum established. Others Present: K. Cauley, T. Palm, J. Molinaro, P. Ristow, B. Lamers, Supervisor D. Jones, E. Braatz, T. Mindemann, J. Nehmer, B. Frank, M. Seisser, A. Jenswold, Lydia Statz (Daily Union), RaeAnne Beaudry (The Horton Group), Emily Lockwood and Heather Danielson (Wisconsin Deferred Compensation Program)
3. Certification of compliance with the Open Meetings Law by T. Palm.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by J. Schroeder, second by G. David, to approve the April 16, 2013 minutes as printed. Motion carried 4:0.
7. Communications: A legal update, dated April 16, 2013, regarding “Court of Appeals Upholds Bargaining Changes Under Act 32.”
8. Rae Anne Beaudry, The Horton Group, presented a brief overview of the Health Care Reform (Affordable Care Act). 1. Health Care Reform Timeline from 2010 through 2015 and beyond. Most notably, in 2010 children were covered until age 26, providing they did not have access to other coverage; in 2011, HSAs/HRAs and Flexible Spending programs no longer covered over-the-counter medications; in 2012, employers were required to provide a 60-day advance notice of material modifications to a health plan and employers must pay a Patient-centered Outcomes Research Institute (PCORI) fee of \$1 per member/year. In 2013 the PCORI fee increases to \$2 per member/year and employers must provide W-2 information within 30 days of an employee’s termination, which reports the value of employer-sponsored health benefits; in 2014 coverage for adult children until age 26, regardless if they are married or have access to other coverage, no pre-existing condition exclusions, no annual dollar limits and deductible caps cannot exceed \$2000 for single and \$4000 for family. Ms. Beaudry further explained that a reinsurance fee will cost employers (added directly to premiums) of \$5.25/member/month, which will add approximately 3% to rates, before any medical adjustment is made. 2) Also reviewed are various penalties. Penalty for failure to offer, or offer appropriately, coverage to full-time employees would cost \$2000/year for all full-time equivalents, minus the first 30 FTEs, or approximately 1.2M. From a fiscal standpoint, this may be advantageous, but the ability to attract/retain staff would become an issue. Penalty for not offering affordable coverage, which is determined if the cost of the lowest single plan is more than 9.5% of the employee’s gross wages. 3) Questions for Consideration. The County needs to look what risk they have, including how many people are waiving that may go on coverage, how many employees are we possibly not offering coverage to that is required, and is the cost of our insurance considered unaffordable to any employee eligible for coverage. The best way to look at this is to run tests from payrolls from October 15, 2011 – October 15, 2012.

9. Motion by J. Schroeder, second by D. Schultz, to authorize the Human Resources and Finance department to run the necessary tests to determine if any policy needs to be changed to comply with the new federal law. Motion carried 4:0.
10. Emily Lockwood and Heather Danielson reported on the option of offering employees the choice of the Wisconsin Deferred Compensation Program. Highlights included the very low fees, as the program is prohibited from making a profit; fees are provided on quarterly employee statements; this would be in addition to our current 457b plan, which combined cannot exceed the annual contribution limits, and the State plan does NOT allow a loan option for employees.
11. Motion by J. Schroeder, second by G. David, to approve a resolution to County Board, to offer employees to option of participating in the Wisconsin Deferred Compensation Program, with modifications to the resolution as deemed necessary by the Corporation Counsel. Motion carried 4:0.
- Break: 9:55am – 10:05am*
12. T Palm, HR Director, presented the Human Resources Department monthly financials, noting any line items that were higher than expected would incur little if no other expense in 2013. Also discussed was the continuing need for professional services for a safety consultant as well as assistance with the Affordable Care Act implementation.
13. Motion by D. Schultz, second by G. David, to support a resolution to County Board to create four full-time Economic Support Specialist I/II positions and one full-time Administrative Assistant I position to respond to the need of operating the mandated healthcare exchange. Motion approved 4:0.
14. Motion by D. Schultz, second by G. David, to recommend an ordinance change to HR0360, Hours of Work, Overtime and Compensatory Time, to remove section B.8.e, eliminating the winter maintenance premium. Motion carried 4:0.
15. Confirmation from the committee that employees need to take vacation in the year received as it is healthy for them to do so as well as a fiscal issue for the County. T. Palm will reiterate to all employees that it will only be the rare exception that carryover will be allowed.
16. Discussion that a 1% COLA costs the County approximately \$260,000, of which \$59,000 is due to the Sheriff's union.
17. Next meeting scheduled 8:30am, Tuesday, June 18, 2013, to include an ongoing update on compliance with the Affordable Care Act.
18. Motion by J. Schroeder, second by G. David, to adjourn. Meeting adjourned at 10:42am.

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Human Resources Committee Secretary

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Date



## JEFFERSON COUNTY HUMAN RESOURCES

Courthouse  
320 South Main Street - Room 111  
JEFFERSON, WISCONSIN 53549  
Telephone (920) 674-7102  
Fax (920) 675-0068

TERRI PALM KOSTROSKI  
Director - Human Resources

ELLEN M. BRAATZ  
Benefits Administrator

TONIA MINDEMANN  
Human Resources Specialist

Item #7

**TO:** ALL COUNTY PERSONNEL  
**FROM:** TERRI PALM, Human Resources Director  
**SUBJECT:** VACATION CARRY-OVER POLICY  
**DATE:** 5/31/2013

**Have you planned and scheduled your vacation for the year? If not, SUMMER WILL BE HERE SOON! (Really, it will...it might only feel like 55 degrees, but it is will still be summer!)**

This memo is intended to reiterate the Vacation Carry-Over Policy that was recently amended in February by the County Board. The Policy is designed to have employees use their well-earned vacation and to ensure that all employees are treated consistently and fairly. As the section from the policy below states, vacation days remaining at the end of the year will be forfeited if the employee cannot provide a valid reason they were not able to use their time.

Examples of reasons that would typically not be valid:

- Saving days to have an extra "cushion" in case you get sick
- Saving to provide extra vacation time for the next year, such as a child getting married or a 3-week cruise

Situations that *may* qualify for carryover:

- Two-week vacation cancelled because you were needed during a flu-pandemic
- A 3-month trial develops which you are an integral factor in assuring it continues as scheduled
- The Payroll Clerk wins the lottery and leaves without notice. You are the only one who can process the payrolls until someone else is hired and trained. If the Payroll Clerk, however, gives significant notice, you should be planning around that and taking some time off while he/she is still here.

I am unable to give every type of scenario that might come up. Essentially, carryover of vacation will not be allowed except in truly extreme and unique circumstances.

*"All employees shall be encouraged to make use of earned vacation time in accordance with the provisions of this ordinance. Any employee who is given a reasonable opportunity to take earned vacation and who does not do so shall be deemed to have waived said vacation and shall not be entitled to compensation thereof. An employee may, with department head, Human Resources Director and County Administrator approval, carry over a maximum of 40 hours vacation time which shall be used by December 31 of the succeeding year, or be forfeited. Requests to carry over vacation must be made to the Human Resources Department no later than December 15, and include the maximum number of hours to carry over and the reason(s) the employee was unable to use the accrued vacation time. The Administration and Rules Committee shall decide any request made by the County Administrator."*

# Item #8

Human Resources  
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Date Ran 5/21/2013  
Period 4  
Year 2013

## Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
451002	PRIVATE PARTY PHOTOCOPY	-	(4.00)	-	(16.00)	16.00	(48.00)	(48.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(4.17)	(9.48)	(16.67)	7.19	(50.00)	(40.52)	18.96%
451200	RECORDS & REPORTS	-	(4.17)	-	(16.67)	16.67	(50.00)	(50.00)	0.00%
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<b>Totals</b>		-	(12.33)	(9.48)	(49.33)	39.85	(148.00)	(138.52)	6.41%

## 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	15,875.97	15,872.50	58,052.70	63,490.00	(5,437.30)	190,470.00	132,417.30	30.48%
511210	WAGES-REGULAR	-	427.90	-	1,711.61	(1,711.61)	5,134.83	5,134.83	0.00%
511240	WAGES-TEMPORARY	-	189.67	-	758.67	(758.67)	2,276.00	2,276.00	0.00%
511310	WAGES-SICK LEAVE	447.74	-	1,544.68	-	1,544.68	-	(1,544.68)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	1,746.70	-	1,746.70	-	(1,746.70)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	29.08	-	116.33	(116.33)	349.00	349.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	1,948.23	-	1,948.23	-	(1,948.23)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	338.88	-	569.96	-	569.96	-	(569.96)	#DIV/0!
512141	SOCIAL SECURITY	1,199.66	1,229.73	4,592.97	4,918.94	(325.97)	14,756.81	10,163.84	31.12%
512142	RETIREMENT (EMPLOYER)	1,108.14	1,081.96	4,246.95	4,327.82	(80.87)	12,983.47	8,736.52	32.71%
512144	HEALTH INSURANCE	4,204.63	3,813.33	16,411.37	15,253.33	1,158.04	45,760.00	29,348.63	35.86%
512145	LIFE INSURANCE	8.64	8.50	34.56	34.00	0.56	102.00	67.44	33.88%
512173	DENTAL INSURANCE	292.88	243.00	1,119.60	972.00	147.60	2,916.00	1,796.40	38.40%
521218	ARBITRATOR	-	1,050.00	-	4,200.00	(4,200.00)	12,600.00	12,600.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	2,290.75	5,983.40	9,163.00	(3,179.60)	27,489.00	21,505.60	21.77%
521220	CONSULTANT	-	1,250.00	-	5,000.00	(5,000.00)	15,000.00	15,000.00	0.00%
521225	SECTION 125	343.58	542.50	1,913.12	2,170.00	(256.88)	6,510.00	4,596.88	29.39%
521226	ERGONOMICS	-	41.67	-	166.67	(166.67)	500.00	500.00	0.00%
521227	POSITION CLASSIFICATIONS	-	291.67	-	1,166.67	(1,166.67)	3,500.00	3,500.00	0.00%
521229	RECRUITMENT RELATED	22.40	812.50	111.00	3,250.00	(3,139.00)	9,750.00	9,639.00	1.14%
521296	COMPUTER SUPPORT	-	311.25	3,788.84	1,245.00	2,543.84	3,735.00	(53.84)	101.44%
531243	FURNITURE & FURNISHINGS	-	25.00	-	100.00	(100.00)	300.00	300.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWA	262.60	41.67	776.55	166.67	609.88	500.00	(276.55)	155.31%
531311	POSTAGE & BOX RENT	39.48	33.33	113.44	133.33	(19.89)	400.00	286.56	28.36%
531312	OFFICE SUPPLIES	53.94	115.00	181.13	460.00	(278.87)	1,380.00	1,198.87	13.13%
531313	PRINTING & DUPLICATING	101.38	58.33	349.05	233.33	115.72	700.00	350.95	49.86%
531323	SUBSCRIPT TAX,LAW & OTHER	-	219.58	2,598.70	878.33	1,720.37	2,635.00	36.30	98.62%
531324	MEMBERSHIP DUES	-	62.92	400.00	251.67	148.33	755.00	355.00	52.98%
532325	REGISTRATION	-	310.58	290.00	1,242.33	(952.33)	3,727.00	3,437.00	7.78%

# Item #8

532332	MILEAGE	10.83	112.50	135.75	450.00	(314.25)	1,350.00	1,214.25	10.06%
532334	COMMERCIAL TRAVEL	-	50.00	-	200.00	(200.00)	600.00	600.00	0.00%
532335	MEALS	-	78.67	-	314.67	(314.67)	944.00	944.00	0.00%
532336	LODGING	-	220.00	70.00	880.00	(810.00)	2,640.00	2,570.00	2.65%
532339	OTHER TRAVEL & TOLLS	-	-	5.25	-	5.25	-	(5.25)	#DIV/0!
532350	TRAINING MATERIALS	18.00	346.00	287.83	1,384.00	(1,096.17)	4,152.00	3,864.17	6.93%
533225	TELEPHONE & FAX	24.37	21.25	78.93	85.00	(6.07)	255.00	176.07	30.95%
535242	MAINTAIN MACHINERY & EQUIPI	-	21.25	-	85.00	(85.00)	255.00	255.00	0.00%
571004	IP TELEPHONY ALLOCATION	29.80	30.17	119.20	120.67	(1.47)	362.00	242.80	32.93%
571005	DUPLICATING ALLOCATION	47.98	128.33	191.93	513.33	(321.40)	1,540.00	1,348.07	12.46%
571009	MIS PC GROUP ALLOCATION	560.45	458.17	2,241.80	1,832.67	409.13	5,498.00	3,256.20	40.77%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	188.50	191.17	754.00	764.67	(10.67)	2,294.00	1,540.00	32.87%
591519	OTHER INSURANCE	84.79	82.42	339.58	329.67	9.91	989.00	649.42	34.34%
594813	CAP OFC EQUIP	-	345.83	-	1,383.33	(1,383.33)	4,150.00	4,150.00	0.00%

Totals	26,309.64	32,438.18	110,997.22	129,752.70	(18,755.48)	389,258.11	278,260.89	28.52%
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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		26,309.64	32,425.84	110,987.74	129,703.37	(18,715.63)	389,110.11	278,122.37	28.52%



## NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: Human Resources

Subdepartment/Unit: \_\_\_\_\_

Proposed Job Title: Safety Coordinator

Requested by: Terri Palm, HR Director

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

Conduct trainings informing employees of company health and safety plans and promoting safe practices. Develop company health and safety plans and policies, and manage programs that ensure safe working conditions. Inspect company equipment and property to ensure compliance with health and safety standards. Work with Benefits Administrator and managers to review accident reports and identify strategies for preventing future accidents.

**What are the consequences if this position is not approved?**

The County as a whole faces a liability by not having current policies and procedures, a proper training and records program, a coordinated or centralized means of various smaller departments to access this information. The County must follow the rules set forth under the Wisconsin Administrative Code, Chapter SPS 332, under the Department of Safety and Professional Services. Just as OSHA conducts safety audits in the private sector, so does the DSPS in the public sector. Should a horrific accident occur, and the County did not have policies and procedures, or training conducted, there would be financial consequences, not to mention the damage to the reputation of Jefferson County.

**How would this position be funded?**

Primarily tax levy. There may be a small percentage of reimbursement for indirect costs at Human Services. Total cost for Wages and Benefits is approximately \$18,351.83, with an additional cost of \$1500 for training/educational material/travel expenses, for a total of \$19,851.83. Please note that in the 2013 budget there was \$15,000 added in consulting (Professional Services) for using 15% of a position (6 hours/week) that was going to be hired by WMMIC and shared among three counties. Unfortunately, that venture was unsuccessful. If that \$15,000 was continued, this is an addition of \$4851,83, and could save the County money and exposure in the future.

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

I would not anticipate this position to do more than coordinate with policies/training at Highway. However, other departments of Central Services, Parks, Human Services, Fairgrounds, Health and Sheriff all have someone who work on these duties separately, definitely duplicating efforts. I don't believe any of them have the extra time that will be needed to update new requirements that will be effective in 2014, and one person coordinating this would save them time.



Carlson Dettmann Consulting, LLC

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**MEMORANDUM****Date:** May 31, 2013**To:** Terri Palm, Human Resources Director**From:** Katie McCloskey, Senior Human Resources Consultant**Re:** Payroll Technician/ Accounting Assistant

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review for the position of Payroll Technician/Accounting Assistant. The job description questionnaire (JDQ) dated July 18, 2012 along with a letter from the incumbent and the position's supervisor were submitted for our review. The request is for a recommendation for a classification evaluation and recommendation for appropriate placement onto the County's non-represented pay scale.

A thorough review of the position's responsibilities listed on the JDQ was conducted and we applied our point factor job evaluation system. There were no significant changes indicated on the JDQ that have been made to the position's areas of responsibility since the job was classified in the recent compensation study. The additional letter clarified and expounded on information that was previously included in the JDQ.

We reviewed the points previously applied to the position utilizing our point factor evaluation system. The points for the position did not change. Therefore, it is our recommendation that the position remain in a **Grade 5** on the non-represented pay scale.

Please do not hesitate to call me at the number listed below if you have any further questions.

---

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Carlson Dettmann Consulting, LLC

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**MEMORANDUM****Date:** May 31, 2013**To:** Terri Palm, Human Resources Director**From:** Katie McCloskey, Senior Human Resources Consultant**Re:** Deputy Clerk III

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review for the newly created position of Deputy Clerk III. A job description questionnaire (JDQ) dated April 23, 2013 was submitted for our review. The request is for a recommendation for a classification evaluation and recommendation for appropriate placement onto the County's non-represented pay scale.

The Clerk of Courts has added the responsibilities of creating procedure manuals as it relates to criminal and traffic case management, training staff responsible for these areas and reviewing the work of other staff in these areas to ensure accuracy to two of the Deputy Clerk II's responsibilities. These positions will have the responsibility of training and instructing and providing work direction to the Deputy Clerk II's specifically assigned in these areas.

A thorough review of the position's responsibilities listed on the JDQ was conducted and we applied our point factor job evaluation system. The points for the position landed in a Grade 4. Therefore, it is our recommendation that the position of Deputy Clerk III be placed in a **Grade 4** on the non-represented pay scale.

Please do not hesitate to call me at the number listed below if you have any further questions.

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Carlson Dettmann Consulting, LLC

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**MEMORANDUM****Date:** May 31, 2013**To:** Terri Palm, Human Resources Director**From:** Katie McCloskey, Senior Human Resources Consultant**Re:** Recommendation AODA Assessor-Counselor

As part of the original compensation conducted in 2012 Jefferson County asked Carlson Dettmann Consulting (CDC) to make a recommendation for the appropriate placement onto the County's non-represented pay scale for the AODA Assessor-Counselor position in its Human Services Department. Because of changes that were occurring with the position during the time of the study, a recommendation for placement onto the schedule was delayed.

A thorough review of the position's responsibilities listed on the JDQ dated August 16, 2012 was conducted and we applied our point factor evaluation system. It is our recommendation the position be placed in a **Grade 6** on the non-represented pay scale.

Please do not hesitate to call me at the number listed below if you have any further questions.

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Carlson Dettmann Consulting, LLC

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**MEMORANDUM**

**Date:** May 31, 2013  
**To:** Terri Palm, Human Resources Director  
**From:** Katie McCloskey, Senior Human Resources Consultant  
**Re:** Chief Deputy County Clerk

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review for the position of Chief Deputy County Clerk. A letter dated April 26, 2013 and signed by the incumbent and the supervisor of the position were submitted for our review. The request is for a recommendation for a classification evaluation and recommendation for appropriate placement onto the County's non-represented pay scale.

A thorough review of the position's responsibilities listed on the original JDQ dated July 17, 2012 and a thorough review of the letter was conducted. There were no significant changes indicated on the JDQ that have been made to the position's areas of responsibility since the job was classified in the recent compensation study. The letter clarified and expounded on information that was previously included in the JDQ.

We reviewed the points previously applied to the position utilizing our point factor evaluation system. The points for the position did not change. Therefore, it is our recommendation that the position remain in a **Grade 5** on the non-represented pay scale.

Please do not hesitate to call me at the number listed below if you have any further questions.

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Carlson Dettmann Consulting, LLC

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**MEMORANDUM****Date:** May 31, 2013**To:** Terri Palm, Human Resources Director**From:** Katie McCloskey, Senior Human Resources Consultant**Re:** Economic Development Secretary

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review for the position of Economic Development Secretary. A reclassification form and an updated JDQ were submitted for our review. The request is for a recommendation for a classification evaluation and recommendation for appropriate placement onto the County's non-represented pay scale.

A thorough review of the position's responsibilities listed on the JDQ and a thorough review of the reclassification form was conducted. According to the documents submitted there have been additional duties added to this position because of changes initiated by HUD and individual grant programs. Alternative methods for delivering education and marketing these programs have caused some of the duties for this position to change.

We applied our point factor evaluation system considering the tasks that have been changed. The points for the position did increase, but did not cause the position to move into another grade. Therefore it is our recommendation the position remain in a **Grade 3** on the non-represented pay scale.

Please do not hesitate to call me at the number listed below if you have any further questions.

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Carlson Dettmann Consulting, LLC

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**MEMORANDUM**

**Date:** May 31, 2013  
**To:** Terri Palm, Human Resources Director  
**From:** Katie McCloskey, Senior Human Resources Consultant  
**Re:** Administration/Elections Deputy Clerk

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review for the position of Administration/Elections Deputy Clerk. A reclassification form and an updated JDQ dated April 23, 2013 were submitted for our review. The request is for a recommendation for a classification evaluation and recommendation for appropriate placement onto the County's non-represented pay scale.

A thorough review of the position's responsibilities listed on the JDQ and a thorough review of the reclassification form was conducted. There were changes indicated on the submitted documents that have been made to the position's areas of responsibility. A few of the task changes occurred since the JDQ was originally reviewed in the recent compensation study and some tasks were already being completed before the original JDQ was submitted.

We applied our point factor evaluation system considering the tasks that have been changed since the original review. It is our determination that the changes in the position are not substantial enough to change the points already applied to this position. The ratings previously applied to this position encompass the new responsibilities. Therefore the points for the position did not change and it is our recommendation that the position remain in a **Grade 3** on the non-represented pay scale.

Please do not hesitate to call me at the number listed below if you have any further questions.

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**HR0260****NOTICE OF TERMINATION.**

- A. An employee voluntarily terminating employment shall give at least 2 weeks written notice to the department head and the County Administrator, stating the last date of employment. [am. ord. 84-16, 12/11/84.; am. ord. 2005-52, 03/14/06]
- B. In accordance with HR0510 (D), an employee may be terminated at any time upon written notice stating the last date of employment. The County Administrator shall approve any termination. [am. ord. 84-16, 12/11/84; am. ord. 2005-43, 02/14/06; am. 3/13/12, ord. 2011-31]
- C. The County Administrator or designee shall be authorized to lay off employees.
- D. Unless otherwise specified in a negotiated agreement or prohibited by law, the termination date shall be the employee's last date physically worked. [am. ord. 2005-30, 11/08/05]

**HR0390****TERMINAL PAY.**

- A. Employees not terminated for just cause shall receive all accrued vacation, holidays and longevity pay, on a pro-rated basis from January 1<sup>st</sup> up to and including the last day of employment. Any vacation and holidays used in excess of the ratio shall be paid back by the employee by reducing the payout of other accrued time accordingly. Any and all amounts payable to the employee shall be paid on the regular payday covering the last day of employment. Employees may not use any accrued time or compensatory time to extend a termination date. Unless otherwise specified in a negotiated agreement or prohibited by law, the termination date shall be the employee's last date physically worked. [am. ord. 2005-30, 11/8/05; am. 12/13/11, ord. 2011-21]
- B. In addition, employees who retire and are eligible for Wisconsin Retirement annuity or Social Security shall receive 65 percent of a maximum of 108 days of unused accumulated sick leave. Employees not eligible for Wisconsin Retirement annuity or Social Security will not receive any unused accumulated sick, regardless of the reason for separation of employment. [am. ord. 2006-35, 2/14/06; ord. 2008-09, 05/13/08]
- C. An employee whose employment is terminated by death shall be paid the benefits set forth in Paragraph (a), two weeks pay, and 100 percent of a maximum of 108 days of unused accumulated sick leave. [am. ord. 2008-09, 05/13/08]
- D. Employees terminated for cause shall NOT receive accrued vacation, holidays, sick and longevity pay. A termination for cause is effective on the date the employee last physically worked.
- E. Employees on extended layoff shall receive all accrued vacation, holidays and longevity pay, payable on the next succeeding payday following the layoff. If the employee is eligible for WRS, the employee will also receive 65% of accrued sick time. [am. 2/16/10, ord. 2009-25]
- F. Upon separation from employment, an employee shall return all county property, including, but not limited to, keys, identification badge, cell phone and lap top, by the employee's last day of work. Failure to return property or settle outstanding debts, such as reimbursement for personal phone calls, will result in discontinuation of direct deposit of the employee's final paycheck. Final paychecks may be obtained in the County Clerk's office during normal business hours. [cr. ord. 2006-06, 06/13/06]
- G. Upon termination, the County Administrator, Corporation Counsel and department heads appointed by the County Administrator shall be covered by the provisions of this section except (D). [cr. ord. 2005-08, 06/21/05; renumbered ord. 2006-06, 06/13/06]

HR0690

**VACATION WITH PAY.**

- A. Vacation week means that number of days customarily worked by an employee in the service of the County in a normal 7-day week. Vacation day means that number of hours customarily worked by an employee in the service of the County in a normal 24-hour day. Notwithstanding the foregoing, department heads may require part-time employees to take vacation days in blocks of 5 [am. ord. 85-7, 6/11/85]
- B. Vacation eligibility shall be determined on the basis of length of continuous service of each employee as of January 1 of each calendar year. Eligible employees shall be entitled to paid annual vacation leave as follows:
1. Employees with less than 6 years of service shall earn vacation at the rate of 5/6ths of a day per month or major fraction thereof for each month of service. 12 months shall equal 2 vacation weeks. [am. ord. 2006-30, 03/13/07]
  2. Employees with more than 6 years of service but less than 13 years of service shall earn vacation at the rate of 5/4ths of a day per month or major fraction thereof for each month of service. 12 months shall equal 3 vacation weeks. [am. ord. 2006-30, 03/13/07]
  3. Employees with more than 13 years of service but less than 19 years of service shall earn vacation at the rate of 5/3rds of a day per month or major fraction thereof for each month of service. 12 months shall equal 4 vacation weeks. [am. ord. 2006-30, 03/13/07]
  4. Employees with more than 19 years of service shall earn vacation at the rate of 2-1/12 days per month or major fraction thereof for each month of service. 12 months shall equal 5 vacation weeks. [cr. ord. 85-7, 6/11/85; am. ord. 2006-30, 03/13/07]
- C. Upon recommendation of the County Administrator or Human Resources Director, the Human Resources Committee may approve starting a new employee at an earning rate other than two-weeks per year, not to exceed three-weeks per year, by crediting the employee with the appropriate number of years of service for vacation purposes only. [am. ord. 2012-26, 2/12/2013]
- D. Under rare and/or catastrophic circumstances, employees who have completed their qualifying period may borrow against *next* year's vacation already accrued with approval of the department head, Human Resources Director and County Administrator. [am. 12/13/11, ord. 2011-21]
- E. Department heads shall have full responsibility and discretion for setting vacation periods for all employees under their supervision during the calendar year. In doing so the department head shall be guided by the good of the County service and orderly conduct of the work and functions of each particular department. Department Heads shall monitor accrual balances to ensure that each employee has a reasonable opportunity to use accrued vacation. [renumbered 12/13/11, ord. 2011-21; am. ord 2012-26, 02/12/2013]
- F. All employees shall be encouraged to make use of earned vacation time in accordance with the provisions of this ordinance. Any employee who is given a reasonable opportunity to take earned vacation and who does not do so shall be deemed to have waived said vacation and shall not be entitled to compensation thereof. An employee may, with department head, Human Resources Director and County Administrator approval, carry over a maximum of 40 hours vacation time which shall be used by December 31 of the succeeding year, or be forfeited. Requests to carry over vacation must be made to the Human Resources Department no later than December 15, and include the maximum number of hours to carry over and the reason(s) the employee was unable to use the accrued vacation time. The Administration and Rules Committee shall decide any request made by the County Administrator. [am. ord. 2005-43, 02/14/06; am. ord. 2007-50, 03/11/08; renumbered 12/13/11, ord. 2011-21; am. ord 2012-26. 02/12/2013]



- G. Hours in excess of 40 may be considered for carry over only for employees whose vacation was cancelled by the County during the month of December. If this occurs, a written request shall be made by the employee, approved by the department head, and submitted to Human Resources no later than January 5 of the succeeding year. The County Administrator shall consider all requests and if approved, will determine when the vacation shall be used by, or forfeited.
- H. A report summarizing approved requests shall be made to the Human Resources Committee.
- I. Any employee who has exhausted earned sick leave credits shall be entitled to use earned vacation and compensatory time for sick leave with written permission from the employee only. [renumbered 12/13/11, ord. 2011-21]

**Report to Human Resources Committee  
June 18, 2013**

**Community Supported Agriculture Program.** Wednesday, June 12, was the first drop-off for the CSA to Jefferson County and City employees. Seventeen individuals are participating in this trial program, with a total of 10 shares.

**2014 New position and Reclassification requests.** There have been three new position requests, so far, for the 2014 budget: Fund the Full-time Volunteer Coordinator position in Parks (\$63,346), increase the Program Assistant in Parks from 60% to 100% (\$20,122.05) and create a part-time Safety Coordinator in the Human Resources department (\$19,851.83) for a total of \$103,319.88. In addition, there were six reclassification requests, affecting seven employees. Only one of these requests were recognized to have had significant changes which affected the grade placement. Because of the overlap of grades, this is anticipated to cost \$427.94.

**Positions authorized to fill.** The County Administrator and Human Resources Director have reviewed and the following vacant position requests during the second quarter of 2013:

**Child Support Agency/Corporation Counsel**

- Co-op Student

**Clerk of Courts.**

- Full-time Deputy Court Clerk II/

**District Attorney Office**

- Full-time Office Manager

**Fair**

- Full-time Administrative Assistant I (new)
- Seasonal Office Assistant

**Highway**

- Seasonal workers (6 requested, not to exceed 3000 hours)

**Human Services.**

- Full-time Child Protective Services Ongoing Professional I
- Full-time Economic Support Specialist I/II (4 new positions)
- Full-time Administrative Assistant I (new position)
- Part-time Community Outreach Worker

**Parks**

- Part-time (1000-hour) Parks Maintenance Worker

**Emergency Help Requests.** The following were emergency help requests approved in the fourth quarter of 2012:

- **Clerk of Courts.** Mediator/Custody and Placement Evaluator to assist in training new hire. Financed with savings in salary and benefits of new hire.
- **District Attorney Office.** Office Manager to work alongside of incumbent for 2 weeks and during 6-week vacation

Respectively submitted,



Terri M Palm  
Human Resources Director

Carlson Dettman denied my reclassification based on no significant changes to my job. When the study began, Terri had asked Barb to pick a job in the courthouse that mine would be comparable to. Barb picked the Administrative Secretary position and it was agreed that this was a fair comparison, though not as specialized as the Chief Deputy position. I was initially content with my job placement based on where I was and what I was moved to.

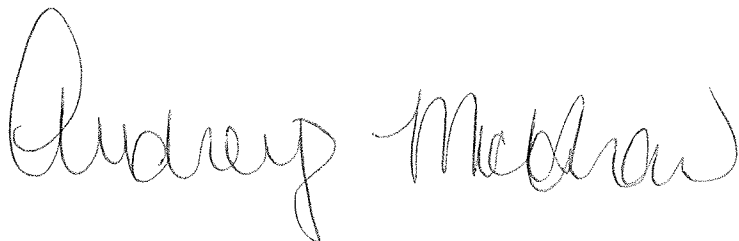
After the initial appeals process the Administrative Secretary and my job were at the same grade.

There were issues throughout the entire process.

- Confusion with the Chief and part time Deputy positions-both were at a grade 4.
- When this was questioned, the part time Deputy was lowered to a 3 and the Chief remained a 4.
- Chief Deputy position appealed to Carlson Dettman and became a grade 5, equal to the Administrative Secretary .
- Administrative Secretary position was raised by committee to a Grade 6, and years of experience was increased.

I had faith in the appeals process and Carlson Dettman that they would do what they were hired to do. It became personal to me when the Human Resources Committee overturned Carlson Dettman's decision to keep the Administrative Secretary position at a Grade 5. Based on years of experience, this position was moved to a grade 6. My position is without internal support with the election programming that I do. I also am responsible for posting election results in real time to our County website on election night. Accuracy is a must and in a high pressure setting, this can be very difficult. Based on these facts alone, I would greatly appreciate your consideration in adjusting my current step. My position is very specialized and I feel that years of experience should play a large factor in the decision.

Thank you for your time.

A handwritten signature in cursive script that reads "Audrey McBrown". The signature is written in black ink on a white background.

I believe that my job classification has been wrong for many years. The title Payroll Technician/Accounting Assistant is very misleading and I believe that as soon as the word "payroll" is read this job gets lumped in with that category. A more appropriate title that would reflect the position and its requirements would be Accountant/Financial Systems Support. I think the position is misunderstood.

I do the same level of accounting as positions at Human Services that are titled as Accountant II and those positions are at grade 7. This position is rated at grade 5.

One significant difference of this Position is that it has one of the highest levels of security clearance of any employee in the Jefferson County system. I work very closely with the MIS team throughout the year and I work even more closely with them when we do a systems upgrade such as what was just preformed when we upgraded to A93. I have attended two Oracle Open World Convention and training sessions in San Francisco with our MIS Systems and Applications Manager. I have also attended three separate Oracle specialized training sessions in Chicago. I work with every department in Jefferson County. This is very unique as well in comparison to other Accounting positions. Other accounting areas only work within their own "company," such as Highway within Highway, Human Services within Human Services and so on.

The position is responsible for customizing, maintaining & upgrading county payroll software (this was a prior MIS function). The position creates and continues to modify Automated Accounting Instructions (AAI's) relating to the general ledger, payroll and accounts payable systems. Extensive training, extreme accuracy and strong independent decision making skills are required to complete this function. The impact is county wide. I am also responsible to meet deadlines to several government agencies. Fines and Interest penalties can occur if the deadlines are not met.

I think that our JDQ's were not read and that they were randomly selected for review. The job study was intended to even the pay grades and has failed to do so.

Respectfully submitted: Cindy Diestelmann

A handwritten signature in cursive script that reads "Cindy Diestelmann". The signature is written in black ink and is positioned below the typed name.

I am hereby requesting a review my current JDQ. I am here to state that I do not agree with the pay scale as it relates to the duties I perform at the Jefferson County Economic Development Office. When I completed my first JDQ it was a representation of the duties I performed at that time and not what the job description that was given to me when I was hired over 7 years. The job has evolved to what it is today.

Because we assumed the Carlson Dettmans decision was final we did not appeal the first decision and had no way of knowing that changes would be made by the HR Committee. I was told after the fact that if I felt the decision was not accurate we should have appealed and that now my only recourse would be to request a reclassification in spring. I did prepare the reclassification at which time I did update my JDQ and added several new tasks that have been added to my present responsibilities for me and now I feel that my pay is not at all in any way representative of the tasks that I perform.

My reclass letter states that my new tasks did add points to my job evaluation, but did not tell me where I am in the point systems. I did do some research as to pay scales in the private/public sector and the pay scales with individuals doing comparative work are receiving far more compensation for the duties they perform, especially in the home buyer department. These specific duties are a new mandate for my department and if I did not have the proper education to conduct the home buyer education program, the county would have to hire an outside firm to do this. The cost of the program would have resulted in 10s of thousand of dollars being paid to an outside firm. In the last several months I have helped 83 families purchase home in Jefferson county, which amounts to them receiving almost \$1million dollars in state and federal funds, which also resulted in our department receiving over \$120,000 in additional revenue. If I were not doing this program we would have had to hire an outside firm to do the same thing which results in an expense to my department not income. This is just one of the many areas of my job that are unique to Jefferson County and is not being compensated accordingly.

As the JDQ for the County Clerks position of Deputy Clerk which was also submitted for reclass, because it was also not appealed and I was told to do a reclass if I felt it was not rated properly. My supervisor also felt that there should not have been such a gap between the position of Chief Deputy Clerk and Deputy Clerk. The new JDQ was done and additional tasks were added to the original JDQ.

I am the deputy clerk and I am responsible for the same duties of the chief deputy in her absence. The jobs are very similar and because of all the new rules and regulations that have been set by the Government Accountability Board regarding elections this does consume a great

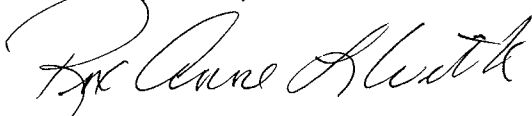
deal of my time as I need to check for updates on rules and regulations on a weekly basis instead of a monthly basis and make sure that this is all communicated to the 27 municipalities that we serve in Jefferson County. One mistake can be very crucial in the election process. All billing for the county as it relates to the elections is one of my main duties. This can be very complicated when the ballots have several different offices up for elections, and each community has their own candidates. These municipalities must be invoiced accurately for each individual candidate and referendum they have listed on the ballot to make sure all expenses are recovered by the county as needed.

I am the first line of contact when someone does enter our office whether it be for marriage license, passports, boat registrations and fishing license just to name a few. The numbers do prove this point, I have done more passports, marriage license and other registrations than any other person in my office. For this reason I must be able to multi task several different jobs at one time with customers always are first line of response. In order for me to do these duties I must continue to update my education on all the new rules and regulations that have been put in place.

As my job relates to passports this is a task that is not completed by all government office and I do not feel this may have been taken into consideration when the evaluation was done.

As I stated before and it is also stated in my JDQ I am the back up for the chief deputy and since this JDQ was created several new tasks have been added to my job description as a result of new regulations being implemented by the administration and rules committee of the county and for that reason I do not feel there should be such a large gap between the two classifications, I am therefore requesting a reevaluation of this position to make it more in line with the Deputy Clerk Position,.

Thank you for your consideration in this matter.

A handwritten signature in cursive script that reads "RoxAnne L. Witte". The signature is written in black ink and is positioned above the printed name.

RoxAnne L. Witte

## Terri Palm

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**From:** Barb Frank  
**Sent:** Monday, June 17, 2013 4:00 PM  
**To:** James Braugher; Greg David; Pam Rogers; James Schroeder; Dick Schultz  
**Cc:** Terri Palm; Kathi Cauley  
**Subject:** Tuesday committee meeting

Hi,

I will be unable to attend the HR meeting on Tuesday.

Item # 14. A. Several of the office staff will be present due to the results of their position reclass requests and I will be watching the office. I believe that the main issues with the reclasses are the result of the committee appeal process. Employees felt that the committee would stand by the recommendations of Carlson Dettmann (as it happened in Dodge County). Please listen (as I know you will) to the employees that did not appeal or appeal to the original process since they had no way of knowing what changes the HR committee would make independent from the Carlson Dettmann study.

Item #10. Dean Boes from WMMIC (county liability) contracts out with Alpha- Terra. Dean may be a good resource in facilitating our county needs, since the other insured have similar needs. Biggest concern would be how to keep someone.

Solution: contract out as needed vs. having our own employee since it is such a specialized area.

I was unable to talk to Terri re: Item #10 since she was taking some much needed time off, but did feel I needed to share by concerns since I am very much involved with the insurance coverage.

Thanks so much.

Barb

Also

**Barbara A. Frank**  
Jefferson County Clerk  
320. Main Street Room #109  
Jefferson WI 53549  
920-674-7144  
[barbf@jeffersoncountywi.gov](mailto:barbf@jeffersoncountywi.gov)

## Supreme Court Accepts Act 10 Case; Resolution Closer

June 17, 2013



By Geoffrey A. Lacy

On Friday, June 14, 2013, the Wisconsin Supreme Court announced that it has agreed to hear the constitutional challenges to the changes to public sector collective bargaining passed as 2011 Wisconsin Act 10. In accepting the appeal in *Madison Teachers, Inc., et al. v. Walker, et. al.* the Supreme Court has agreed to bypass the Court of Appeals and resolve the constitutional challenges to Act 10 once and for all.

The Supreme Court goes into recess at the end of June; therefore, it is likely that the Court will not hear arguments on the case and issue a decision until this Fall.

To recap this case, on September 14, 2012, Dane County Circuit Court Judge Juan Colas held that certain provisions of Act 10 violated the Wisconsin Constitution. This decision was more fully discussed in [Davis & Kuelthau's September 15, 2012 Client Alert](#). As described in that alert, Judge Colas found the following provisions of Act 10 to be in violation of the state and federal constitutions and therefore void: (1) the statutory requirement that counties, school districts, and municipalities secure public approval to increase total base wages by more than the increase in the Consumer Price Index through referendum elections (2) the repeal of statutory authority to enter into an agreement to make fair share deductions from employees' wages, (3) the prohibition against dues deductions, (4) the requirement that unions win more than 50% of all bargaining unit employees' votes in annual elections to retain certification as employees' bargaining representative, and (5) statutory provisions that prohibit collective bargaining on any subject except for total base wages for general municipal employees.

The Attorney General appealed Judge Colas' decision to the Court of Appeals and also requested that the application of Judge Colas' decision be stayed pending appeal. The Court of Appeals in a decision dated March 12, 2013, rejected the Attorney General's petition to stay the application of the Circuit Court decision (See [Client Alert of March 14, 2013](#)). Then, on April 25, 2013, the Court of Appeals requested that the Wisconsin Supreme Court take the case immediately, rather than wait for the Court of Appeals to issue a decision.

This action by the Supreme Court is simply a decision to consider the case and has no implications on the validity of Act 10. Further, the case will not necessarily address disputes about the meaning and application of statutory language that was adopted as part of Act 10; for example, while the case will address the constitutionality of limiting negotiations to "total base wages" it may not settle every conceivable dispute about what is and is not part of total base wages. However, the Supreme Court's willingness to consider the case now should hasten the arrival of a final resolution to many pending Act 10 disputes. Therefore, municipal employers should not change their current strategies in responding to union requests to bargain or in the bargaining process.

If you have any questions on this development, please contact your Davis & Kuelthau attorney or [Geoffrey A. Lacy](#) at [glacy@dkattorneys.com](mailto:glacy@dkattorneys.com) / 920.431.2225.

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**JEFFERSON COUNTY  
CLASSIFICATION AND COMPENSATION STUDY  
POSITION ALLOCATION  
REVIEW PROCESS**

Jefferson County is using the following process for employee reviews of position allocations resulting from the adoption of the Classification and Compensation Study.

The process used by Carlson Dettmann Consulting, LLC (the Consultant) in conducting the classification and compensation study involved substantial employee input and administrative review. Every employee was responsible for submitting either an individual Job Description Questionnaire (JDQ) or a group JDQ. Departments were responsible for reviewing all JDQ's for accuracy and completeness. In addition to analyzing JDQ's, the Consultant interviewed department directors to obtain an overview of their organizations.

If a County staff member feels that the Consultant committed a gross error in applying the Point Factor Job Evaluation System to his/her position, or if the employee's job has changed significantly since the original JDQ response, then the employee may supply additional information and ask for a re-evaluation.

## **GRADE REVIEW GUIDELINES**

### **Basis for Review**

Grade reviews must be focused on the JDQ. If an employee believes their job has been incorrectly graded, the employee must read through their JDQ and focus on areas they feel may have been evaluated incorrectly. Typically, these areas will be the responsibilities of your position that are unique or are not commonly found in similar positions. Any comparisons with other positions must be based on documented evidence submitted by the appellant.

Each employee's supervisor and department head must review, comment, and sign off on requests to review. Human Resources will review all requests to ensure guidelines are met before forwarding them to the Consultant.

*Matters that are not subject to review include the policy decisions made by the County on market comparisons, pay structure, and pay plan implementation and related policies.*

### **How to file a Request to Review:**

1. Obtain a "Request to Review Form" from the employee website or from the Human Resources Department. *Employees in the same classification may file one review as a group.* The review form must include a statement of the basis of the review, which is limited to the two appropriate review criteria explained above.
  - a. If the review involves a claim of additional responsibilities or significant changes to the position since the completion of the JDQ, the employee must attach a *hard copy* of their original JDQ, *with any changes indicated on the JDQ itself.* Changes can either be shown in handwriting, or if the employee uses the

electronic form of the JDQ, changes should be made very clear using underlining or some other demarcation.

2. Submit the Request to Review Form and any documentation to your immediate supervisor by 12:00pm, Monday, December 31, 2012.
3. The supervisor will meet with the Department Head to review the information provided by the employee, certify that it is factual and correct, sign the Supervisor and Department Head review portion of the form, include a fiscal note, and, at his/her discretion(s), provide additional comments.
4. Department heads should submit the review requests to the Human Resources Director no later than 12:00pm, Friday, January 11, 2013. Requests received after the deadline date will be considered late and will not be accepted.
5. The Human Resources Director will review the requests to ensure the guidelines are followed and will forward the review requests to the Consultant for analysis and a recommendation by 4:30pm, Tuesday, January 15, 2013.
6. The Consultant will consider the substance and merits of each review and in doing so, may find it necessary to gather further information from the employee and/or supervisor. The Consultant will prepare a brief written response on each request indicating if he feels the review has been upheld, or if not, his reason for recommending denial of the request. A written response will be provided to the Human Resources Director by Tuesday, February 12, 2013.
7. The Human Resources Director will provide a summary of all reviews by sending a copy to all Department Heads to post within the department, as well as post a copy on the employee website. The reviews recommendations will be posted by Thursday, February 14, 2013. In addition, the employee, supervisor and the department head will receive a copy of the individual written response.
8. Employees who are not in agreement with the recommendation from the Consultant may appear before the Human Resources Committee. Employees will be allowed approximately 5 minutes to present to the Committee his/her reason for believing the Consultant misclassified their position. Employees must notify the Human Resources Director, in writing or email, by 4:30pm on Wednesday, February 20, 2013, of his/her desire to meet with the Committee.
9. The Human Resources Committee will meet at a date and time to be set by the Committee to listen to employees' petitions and to discuss and take action on the recommendations of the reviews. The final decision on all reviews will be the responsibility of the Human Resources Committee.
10. Reviews approved by the Human Resources Committee will be retroactive in accordance with the implementation method approved by County Board.

**JEFFERSON COUNTY  
EMPLOYEE COMPENSATION AND CLASSIFICATION PLAN**

REQUEST FOR REVIEW FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

***EMPLOYEES SUBMITTING A REVIEW AS A GROUP SHOULD COMPLETE A SEPARATE SHEET TO INCLUDE ALL NAMES AND SIGNATURES***

**I believe my position was incorrectly graded because:**

(If the basis of the review is additional responsibilities or significant changes to the position since the completion of the JDQ, please explain when the duties changed, the reason for the change, and from where the duties originated. If the duties came from another position, the employee must indicate from which position they were removed).

MANAGEMENT REVIEW FORM

**Supervisor Review Section:**

I certify that I have reviewed all factual information concerning this review.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

Comments:

**Department Head Review Section:**

I certify that I have reviewed all factual information concerning this review.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

Fiscal Impact:

Comments:

**Human Resources Director Review Section:**

I certify that I have reviewed all factual information concerning this review.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

Comments:

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 may use a consultant to consider such proposed changes and shall review the classification plan and present any recommended changes to the Human Resources Committee. These recommendations will be 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]
- 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]