

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, November 10, 2017 **TIME:** 1:30 PM
PLACE: Eau Claire County Courthouse, Room 3312
721 Oxford Avenue, Eau Claire, WI

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law
2. Public Comment
3. Review and approve minutes of the October 20, 2017 meeting
4. Human Resources: Information/Discussion/Action- update to the following Eau Claire County policy –
 - a. Policy 521 – On Call (Resolution 17-18/083)
5. UW- Extension: Consideration/Discussion/Action of Resolution 17-18/084 to abolish one .73 FTE Administrative Specialist II position and increase the FTE of one Administrative Specialist II position from .73 FTE to .80 FTE.
6. Human Resources: Consideration/Discussion/Recommendation/Action the following Eau Claire County Code: To Amend Section 3.20.010 E Of the Code: Benefits of Elected Officials (Ordinance 17/08-070)
7. Human Resources: Consideration/Discussion/Recommendation/Action the following Eau Claire County Code: To amend Section 3.85.015 (C) Of the Code: Qualifications (Ordinance 17/18-085)
8. Human Resources: Information/Discussion – Human Resources Update
9. Exchange of Proposals with the Wisconsin Professional Police Association Law Enforcement Employee Relations Division of the Sheriff's Department Non-Supervisory Unit of Eau Claire County.

Proposed Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) and (e) for the purpose of discussing compensation of public employees; discussion of negotiations of the 2018-2019 Wisconsin Professional Police Association Law Enforcement Employee Relations Division Sheriff's Department Non-Supervisory Unit Collective Bargaining Agreement.

Motion to Adjourn into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) and (e) for the purpose of discussing compensation of public employees; negotiations of the 2018-2019 Collective Bargaining Agreement. To wit: Bargaining relative to the Wisconsin Professional Police Association Law Enforcement Employee Relations Division of the Sheriff's Department Non-Supervisory Unit of Eau Claire County.

10. Adjourn

Future Committee on Human Resources Meetings

Where: Room 1273

Time: 1:30p-3:30p

Dates:

- December 8, 2017
- January 12, 2018

COPIES TO:

County Clerk J. Loomis

County Administrator K. Schauf

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

Corporation Counsel K. Zehms
Committee on Human Resources:

K. Clark/S. Miller/M. Beckfield/J. Gatlin/M. Conlin

Human Resources Department

DATE NOTICE POSTED AND SENT:

PREPARED BY: Jill Mangus, Human Resources Department

PLEASE NOTE: *Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.*

COMMITTEE ON HUMAN RESOURCES

Committee on Human Resources

Friday, October 20, 2017 TIME: 1:30 PM

Eau Claire County Courthouse, Room 1273

721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Kathleen Clark, Sue Miller, Mark Beckfield, Judy Gatlin
Member Absent: Mike Conlin
Staff Present: Jamie Gower, Jill Mangus, Amy Sires
Others Present: Kristin Schmidt, David Mortimer, Connie Russell, Jack Connell

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:30 p.m.

Public Comments made by Jack Connell and David Mortimer.

Review and approve minutes of the September 15 and September 29, 2017 meetings:

Motion Judy Gatlin to approve minutes of the September 15 and September 29, 2017 meetings as written. Motion carried 4 to 0.

Human Resources: Information/Discussion- 2018 Benefits Presentation

No action by the Committee.

Committee Request: Information/Consideration/Action of Resolution 17-18/065 Repealing Living Wage Ordinance

Motion Sue Miller to postpone this agenda item. Motion approved 3-1.

Human Resources: Information/Discussion – Human Resources Update

No Committee action.

Adjourn- 3:02pm.

Respectfully submitted,

Jill Mangus
Committee Clerk

FACT SHEET
TO FILE NO. 17-18/083

Amending the Eau Claire County Human Resources Policy Manual

Human Resources received a request to update Policy 521 On Call Pay in the Eau Claire County Human Resources Policy Manual. This request is in response to the need to ensure the on-call process and procedure aligns with the trends and practices within this market. A copy of the policy with the proposed changes has been provided for review.

The requested change will impact eligible staff in Human Services assigned to be the primary on-call person to receive pay as follows:

- Weeknights: \$30.00/day
- Weekends: \$48.00/day
- Holidays: \$60.00/day

When the on-call employee is called-in s/he will receive additional pay for the time called in rounded to the next 15 minute increment.

The fiscal impact of this policy change is attached. The Department of Human Services will be providing additional details regarding the fiscal impact of called-in pay at the committee meeting on Friday, November 10th, 2017.

Respectfully submitted,



Diane Cable
Human Services Director



Jamie K. Gower
Human Resources Director

POLICY 521 ON CALL PAY

1. **Purpose.** To ensure an employee are available at any time to respond to emergency situations as they arise.
2. Highway Department.
 - 2.1 One of the ~~Patrol Superintendent~~Operations Manager, Shop Superintendent or Highway ~~Supervisors~~Project Managers will be the lead on-call supervisor for each Saturday and Sunday and will be compensated at the rate of \$40 per day.
 - 2.2 When the highway employees and highway ~~supervisors~~project managers are working the four (4) day per week schedule, working office staff will handle Friday calls with the on-call supervisor being paid \$40 for Friday, Saturday and Sunday.
 - 2.3 When an incident occurs requiring the on-call supervisor to leave home, drive to a site to inspect the situation and then determine that additional staff are required to be called in, the supervisor will be paid straight time overtime.
3. Facilities Department.
 - 3.1 Facilities employees will be available for emergency work evenings and weekends and for all legal holidays. One maintenance employee will be assigned to be the primary on-call person each week, Monday through Sunday.
 - 3.1.1 Assignments will normally be made on a rotational basis.
 - 3.2 Facilities Maintenance Worker, Maintenance Tech Lead, and Facilities Supervisor assigned to be the primary on-call person each week will be compensated \$100 per week.
4. ~~Juvenile Intake Workers.~~ Human Services Department
 - 4.1 Eligible staff in Human Services assigned to be the primary on-call person ~~to Juvenile Intake Workers will~~ be available for emergency work evenings and weekends and for all legal holidays. One employee will be assigned to be the primary on-call person each day.
 - 4.1.1 Assignments will normally be made on a rotational basis.
 - 4.2 Employees assigned to be the primary on-call person will receive ~~two dollars (\$2) per hour.~~ pay as follows:

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POLICY 521 ON CALL PAY

Effective Date: January 1, 2012, January 1, 2018

Revised Date: September 2016, November 2017

Eau Claire County
Employee Policy Manual

o [Weeknights: \\$30.00 day](#)

o [Weekends: \\$48.00 day](#)

o [Holidays: \\$60.00 day](#)

[4.2.1 When the on-call employee is called-in s/he will receive additional pays for time called in rounded to the next 15 minute increment.](#)

5. Parks and Forest.

5.1 Coon Fork Park Ranger. On-call pay of one dollar and fifty cents (\$1.50) per hour will be paid for all hours spent while on on-call status.

5.2 Lake Altoona Park Ranger. On-call pay of one dollar and fifty cents (\$1.50) per hour for all hours during on-call status at the direction of the department head or designee using the one-foot dam gate-opening standard.

5.3 Lake Eau Claire Rangers. On-call pay of one dollar and fifty cents (\$1.50) per hour for all hours during on-call status at the direction of the department head or designee using the two-foot dam gate-opening standard.

5.4 Employees working on the dams alone will receive an additional two dollars (\$2) per hour.

6. Airport.

6.1 The Airport Maintenance Supervisor will be the primary on-call person each week, Monday through Sunday, and compensated \$100 per week for being the primary on-call person.

6.2 Airport maintenance employees will be available for emergency work evenings and weekends and for all legal holidays.

POLICY 521 ON CALL PAY

Effective Date: January 1, 2012, [January 1, 2018](#)

Revised Date: September 2016, [November 2017](#)

Eau Claire County
Employee Policy Manual

FACT SHEET

TO FILE NO. 17-18/084

At its October 16, 2017 meeting, the UW-Extension Education Committee approved a request from the UW- Extension Office to abolish one .73 FTE Administrative Specialist II position (vacant) and increase the FTE of the current Administrative Specialist II from .73 FTE to .80 FTE.

This position change will result in an approximate savings of \$9,431.07 and is included in their 2017 budget.

Financial impact:	
Current - Administrative Specialist II (1.46 FTE)	\$67,104.07
Proposed - Administrative Specialist II (.80 FTE)	\$ 57,643.00
	\$ (9,461.07)

Respectfully submitted,



Jamie K. Gower
Human Resources Director

/jm

1 Enrolled No.

RESOLUTION

File No. 17-18/084

2 - ABOLISH ONE .73 FTE ADMINISTRATIVE SPECIALIST II POSITION AND INCREASE
3 ONE .73 FTE ADMINISTRATIVE SPECIALIST II POSITION TO .80 FTE -
4

5 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
6 positions or changes therein be submitted to the board for authorization; and
7

8 WHEREAS, their regularly scheduled meeting on October 16, 2017 the UW- Extension
9 Education Committee approved a request from the uw-extension department to abolish one .73 FTE
10 administrative specialist II position and to increase the FTE of one .73 FTE administrative specialist
11 II position to .80 FTE position to better meet the operational demands of the uw-extension
12 department; and
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14 WHEREAS, the cost reduction for this position change is \$9,461.07; and
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16 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board hereby approves
17 to abolish one .73 FTE administrative specialist II position and to increase the FTE of one .73 FTE
18 administrative specialist II position to .80 FTE position
19

20 BE IT FURTHER RESOLVED that the Eau Claire County Board hereby approves to abolish
21 one.73 FTE administrative specialist II position and to increase the FTE of one .73 FTE
22 administrative specialist II position to .80 FTE position
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35 Committee on Human Resources
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FACT SHEET

TO FILE NO. 17-18/070

This ordinance updates the code to reflect the sheriff's office clothing allowance which is included in their 2018 budget.

Fiscal Impact: None, it is in their budget.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Keith R. Zehms".

Keith R. Zehms
Corporation Counsel

KRZ/yk

Ordinance/17-18/070 Fact

1 **Enrolled No.**

ORDINANCE

File No. 17-18/070

2
3 **- TO AMEND SECTION 3.20.010 E OF THE CODE: BENEFITS OF ELECTED**
4 **OFFICIALS -**

5
6 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

7
8 **SECTION 1.** That Subsection E. of Section 3.20.010 of the code be amended to
9 read:

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11 E. For calendar year ~~2017~~2018, the sheriff is eligible to receive reimbursement of up
12 to \$720 for expenses incurred for the purchase of uniforms based on receipts received
13 with monthly expense reports.

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16 **ADOPTED:**

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27 **Committee on Human Resources**

28 **KRZ/yk**

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31 Dated this _____ day of _____, 2017.

FACT SHEET

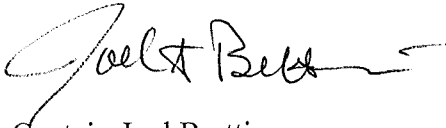
TO FILE NO. 17-18/085

Human Resource and Sheriff's Office staff have been working diligently to create a recruitment strategy to address the ongoing challenges in recruitment of law enforcement and corrections staff. Through the analysis the team identified that the "comprehensive written exam" was delaying the timeliness of each recruitment cycle, was not required for certification and the test results demonstrated inconsistency in the practical knowledge needed to perform the job.

The hiring process that the Sheriff's Office utilizes includes a thorough Field Training Officer program for all law enforcement positions which has proven to be a better indicator of the employee's success on the job.

There is no anticipated fiscal impact for the proposed amendment.

Respectfully submitted,



Captain Joel Brettingen
Field Services Division



Jamie K. Gower
HR Director

1 **Enrolled No.**

2 **ORDINANCE**

3 **File No. 17-18/087**

4 - TO REPEAL SECTION 3.85.005 A. OF THE CODE: DEFINITIONS; TO REPEAL
5 SECTION. 3.85.015 C. OF THE CODE: QUALIFICATIONS -

6 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

7 **SECTION 1.** That Subsection A. of Section 3.85.005 of the code be repealed.

8 **SECTION 2.** That Subsection C. of Section 3.85.015 of the code be repealed.

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13 ENACTED:

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24 Human Resources Committee

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26 KRZ/yk

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29 Dated this _____ day of November 2017.