

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, April 13, 2018 **TIME:** 7:30 AM
PLACE: Eau Claire County Courthouse, Room 1273
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 February 9, March 6, March 9, and March 27th meetings
4. Human Resources: Information/Discussion/Action of Resolution 18/19-011 to update the following Eau Claire County policy –
 - a. Policy 503 – Overtime and Compensatory Time
5. Human Resources: Information/Discussion/Action to update the following Eau Claire County policies –
 - a. Policy 705 – Harassment and Discrimination
 - b. Policy 513 – Travel and Expense Reimbursement
 - c. Policy 715 – Injuries/Illness
6. Corporation Counsel/Human Resources: Information/Discussion/Action of Resolution/Ordinance 18/19-007 to amend the County Code
7. Recognition Committee: Information/Discussion - Recognition Committee Update
8. Human Resources: Information/Discussion – Human Resources Update
9. Adjourn

Future Committee on Human Resources Meetings

Where: Room 1273

Time: 7:30 a.m.

Dates: May 11, 2018

COPIES TO:

County Clerk J. Loomis
County Administrator K. Schauf
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, February 9, 2018 TIME: 1:00 PM

Eau Claire County Courthouse, Room 3312

721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Kathleen Clark, Sue Miller, Judy Gatlin,
Mike Conlin arrived at 1:29pm, Mark Beckfield arrived at 1:18pm
Staff Present: Jamie Gower, Jill Mangus, Kathryn Schauf
Others Present: Susan Schaefer, Ron Cramer, Janet Loomis, Joel Brettingen, Cory Schalinske

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:06 p.m.

Review and approve minutes of the January 12, 2018 meeting:

Motion Sue Miller to approve minutes of the January 12, 2018 meetings as written. Motion carried 3-0.

Human Resources: Elected Officials Salaries for upcoming Office term for Sheriff and Clerk of Circuit Court /Ordinance/Recommendation to County Board of Supervisors/Approval-Denial/Information-Discussion of Resolution 17-18/104.

Motion Sue Miller to adopt the numbers as discussed. Motion carried 5-0.

ADRC: Consideration/Discussion/Action of Resolution 17-18/113 to abolish two .73 FTE Cooks and create two 1.0 FTE Cooks, one .38 FTE Cook, one .73 FTE Cook, one .50 FTE Delivery Driver, and with contract approval, create one .73 FTE Cook.

Motion Judy Gatlin to approve the ADRC position changes. Motion carried 5-0.

Human Resources: Information/Discussion/Action - update to the following Eau Claire County policy

- a. **Policy 601 – Benefits, Health Insurance, Dental Insurance, and COBRA**
- b. **Policy 603 – Benefits Other**

Motion Mike Conlin to approve the policy changes. Motion carried 5-0.

Department of Human Services: Consideration/Discussion/Action of Resolution 17-18/102 to abolish one 1.0 FTE CCS Supervisor position and create one 1.0 FTE Social Work Manager position.

Motion Mike Conlin to approve the Department of Human Services position change as requested.

Motion carried 5-0.

Human Resources: Information/Discussion/Action - Discussion on dates for Committee on Human Resource Meetings

Committee on Human Resources meetings to be held the 2nd Friday at 7:30am beginning March 9, 2018. Motion carried 5-0.

Human Resources: Information/Discussion - Human Resources Update

No committee action.

Adjourn Open Session- 2:25pm.

Resume in Closed Session:

Staff present: Keith Zehms, Jamie Gower, Joel Brettingen, Cory Schalinske

Continued 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.

Continued in 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.

The Corporation Counsel, Keith Zehms, presented the proposals for negotiations with the WPPA Non-Supervisory Deputy Sheriff Unit. Committee on Human Resources reviewed and discussed final proposal and deals.

Motion Mike Conlin to go into open session at 4:29pm.

Motion carried to accept final proposal 5-0.

Respectfully submitted,

Jill Mangus
Committee Clerk

Jamie Gower
Acting Committee Clerk

COMMITTEE: Committee on Human Resources
DATE: Tuesday, March 6, 2018 **TIME:** 6:45 PM
PLACE: Eau Claire County Courthouse, Room 1278
721 Oxford Avenue, Eau Claire, WI

Minutes

Members Present: Kathy Clark, Judy Gatlin, Mark Beckfield, Sue Miller
Staff Present: Keith Zehms

Chair Kathy Clark called the meeting to order and certified compliance with Open Meetings Law at 6:45pm.

Human Resources/Corporation Counsel: Ratification of the WPPA Non-Supervisory Unit Labor Agreement/Resolution 17-18/125/Recommendation to County Board of Supervisors/Approval-Denial/Direction to Staff.

Motion Mark Beckfield to approve the ratification of the WPPA Non-Supervisory Labor Agreement. Motion carried 4-0.

Meeting adjourned at 6:48pm.

Respectfully submitted,



Keith Zehms
Acting Clerk

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, March 9, 2018 TIME: 7:30 AM

Eau Claire County Courthouse, Room 1273

721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Kathleen Clark, Sue Miller, Mark Beckfield, Judy Gatlin, Mike Conlin

Staff Present: Jamie Gower, Kathryn Schauf, Nancy Pabich

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 7:30 a.m.

No Public Comment

Human Resources: Information/Discussion - Human Resources Update

Human Resources Director provided an update to the Committee. No Committee action.

Adjourned at 8:30am

Respectfully submitted,

Nancy Pabich
Acting Committee Clerk

JOINT COMMITTEE

Committee on Judiciary and Law Enforcement

Committee on Human Resources

Tuesday, March 27, 2018 TIME: 9:00 AM

Eau Claire County Courthouse, Room LEC 1301

721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Committee on Human Resources; Sue Miller, Michael Conlin, Mark Beckfield,
Judy Gatlin

Committee on Judiciary and Law Enforcement; Jerry Wilke, Sandra McKinney,
Doug Kranig

Staff Present: Kathryn Schauf, County Administrator, Jamie Gower, Director of Human
Resources, Nancy Pabich, Administrative Associate IV

Others Present: Sheriff's Office; Dianne Hughes, Administrative Services Manager, Captain Joel
Brettingen, Lt. Cory Schalinske, Lt. Dave Riewestahl

Committee on Human Resources Chairperson Sue Miller called the Joint meeting to order and certified compliance with Open Meetings Law at 9:00 a.m.

No Public Comment

Human Resources: Information/Discussion - Human Resources Update

Human Resources Director provided an update to the Committees. Committee action requested Human Resources Director, County Administrator, and Sheriff's Office Representatives to present to the County Board on April 4, 2018 additional information regarding a proposed new position of Correctional Officer in the Sheriff's Department.

Resolution/File No.17-18/133 Authorizing New Position for 2018 Correctional Officer

Motion by Supervisor Jerry Wilke to approve of a one FTE Correctional Officer Position (Correctional Officer Utility) in the Sheriff's Department. Motion carried 7-0.

The Joint Committee Adjourned at 9:39am

Respectfully submitted,

Nancy Pabich
Acting Committee Clerk

FACT SHEET

TO FILE NO. 18/19-011

The Highway Department is requesting an amendment to Policy 503 – Overtime and Compensatory Time

FISCAL IMPACT: The 2018 Adopted Budget has sufficient funds to cover the increased annual cost of \$7,590.00. No additional fiscal impact.

REASON

Highway department employees have a regular work schedule of Monday through Thursday. In addition they have a responsibility to respond to 24/7 call in duties to maintain the safety of the traveling public.

Currently employees follow the Fair Labor Standards Act (FLSA) where they receive overtime after working 40 hours in a week. Upon surveying comparable counties we found the majority of these counties were paying highway staff overtime for hours worked when called in on the weekends because they do not have scheduled weekend coverage.

Since November of 2017 the highway department worked 486.80 hours on Sundays and 203.10 hours on Saturdays and were compensated at straight time.

FINANCIAL ANALYSIS

The cost to compensate employees at the overtime rate for work performed on Saturday and Sunday will be approximately an additional \$7,590.00. This cost is based off of payroll hours detailed from 2017 & 2018 and funding is detailed below.

County Fiscal Impact	\$2,850.00
Department of Transportation Impact	\$4,740.00
Total	\$7,590.00

RECOMMENDATION

To remain competitive with our comparable counties we recommend that Eau Claire County amend its current overtime pay practice to allow highway department employees who work on Saturday or Sunday to be compensated at 1 ½ times their rate of pay.

Respectfully Submitted,



Jon Johnson
Highway Commissioner



Jamie Gower
Human Resources Director

POLICY 503 OVERTIME AND COMPENSATORY TIME

1. **Purpose.** To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act (FLSA).

2. Definitions.

2.1 Each position is designated as either "Non-exempt" or "Exempt" from the federal Fair Labor Standards Act and state wage and hour laws. Employees should contact their supervisor if they are unsure of their position's designation.

2.1.1 Non-Exempt. Positions that are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week.

2.1.2 Exempt. Positions that are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

3. Overtime.

3.1 Non-exempt employees may receive pay for overtime hours. This will be paid at time and one half the hourly rate of pay for any hours worked in excess of 40 hours per week.

3.13.2 Non-exempt Highway employees will receive overtime paid at a rate of time and one half for any hours worked on Saturday or Sunday.

3.23.3 Employees in the Sergeant, Civilian Jail Sergeant, or Correctional Officer positions may receive pay for overtime hours. This will be paid at time and one half the hourly rate of pay for any hours worked in excess of their normally scheduled hours per pay period.

3.33.4 Paid benefit time (paid time off, extended leave bank, nonproductive holiday hours, etc.) will not be considered as hours worked for purposes of determining overtime hours and pay.

3.43.5 Employees on conference, convention or seminar leave may be eligible for overtime for hours exceeding their normal workweek schedule resulting from travel time.

4. Compensatory Time Eligibility.

POLICY 503 OVERTIME AND COMPENSATORY TIME

Effective Date: January 1, 2012

Revised Date: October 2014, July 2016, April 2018

Eau Claire County
Employee Policy Manual

Formatted: Normal, No bullets or numbering

Formatted: Outline numbered + Level: 3 +
Numbering Style: 1, 2, 3, ... + Aligned at: 0.5"
+ Indent at: 1"

- 4.1 Non-exempt employees may elect to earn and use compensatory time. Compensatory time will be earned at time and one half.
- 4.2 Non-supervisory exempt employees may elect to earn and use compensatory time. Compensatory time will be earned on the basis of one hour compensatory time for one hour worked outside a 40-hour work week.
- 4.3 Department heads and exempt supervisory employees are not eligible for compensatory time.

~~4.3.1 Employees in the following positions will choose to either earn compensatory time on the basis of one hour compensatory time for one hour worked outside a 40 hour work week to a maximum of 40 hours or receive compensation on the basis of one hour paid for one hour worked outside a 40 hour work week: Shop Superintendent, Highway Supervisor, Airport Supervisor, and Maintenance Supervisor.~~

~~4.3.1.1 Once the maximum accrual amount has been met, employees will be paid for any time worked outside a 40 hour work week at a rate of one hour time for one hour worked.~~

~~4.3.2.14.3.1~~ Employees in the Sergeant, Civilian Jail Sergeant, or Correctional Officer positions will earn compensatory time on the basis of time and one half hours compensatory time for one hour worked for hours worked beyond their regularly scheduled hours within a pay period to a maximum of 85 hours annually.

~~4.3.2.14.3.1.1~~ Once the maximum accrual amount has been met, employees will be paid for any time worked for hours worked beyond their regularly scheduled hours within a pay period at a rate of time and one half time for one hour worked.

~~4.3.2.24.3.1.2~~ Compensatory time balances valuing \$50 or more at the end of a calendar year will be paid out in January of the following year and placed into the Post Employment Health Plan (PEHP).

5. Compensatory Time Accrual.

- 5.1 Paid benefit time (paid time off, extended leave bank, nonproductive holiday hours, etc.) will not be considered as hours worked for purposes of determining compensatory hours.

POLICY 503 OVERTIME AND COMPENSATORY TIME

Effective Date: January 1, 2012

Revised Date: October 2014, July 2016, April 2018

Eau Claire County
Employee Policy Manual

- 5.2 Employees on conference, convention or seminar leave may be eligible for compensatory time for hours exceeding their normal workweek schedule resulting from travel time.
- 5.3 Compensatory time may be accumulated to a maximum of 40 hours.
- 5.4 Compensatory time balances will be paid out when an employee is promoted, changes positions, or changes departments.
- 5.5 The Airport Maintenance Supervisor and employees in the Highway Department who have earned compensatory time but have a balance as of April 15 will have the balance paid out in the first full pay period in May.

6. Compensatory Time Approval and Usage.

- 6.1 The employee's supervisor will have the sole right to approve or deny overtime and compensatory time requests. Except in emergencies, all overtime and compensatory time must be approved in advance by management.
- 6.2 Employees with 30 hours or more of a compensatory time balance must take compensatory benefit time before using other leave benefits.

POLICY 503 OVERTIME AND COMPENSATORY TIME

Effective Date: January 1, 2012

Revised Date: October 2014, July 2016, April 2018

Eau Claire County
Employee Policy Manual

Fact Sheet

The policies with the requested changes are included in the agenda packet:

Policy 705 – Harassment and Discrimination

The policy was updated to better align with the current practice within the human resources department and the role of the Civil Rights Compliance Officer.

Policy 513 – Travel and Expense Reimbursement

The policy was updated to set the mileage allowance to equal the IRS rate which will be adjusted annually.

Policy 715 – Injuries/Illness

The policy was updated to provide additional clarification and responsibilities of an injured employee receiving worker's compensation benefits.

The committee is asked to approve these changes.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie K Gower".

Jamie K Gower
Human Resources Director

POLICY 705 HARASSMENT AND DISCRIMINATION

1. Purpose. The fundamental policy of Eau Claire County is that the workplace is for performing duties to serve and provide the highest quality services to the public. The purpose of this policy and goal of the County is to maintain a healthy work environment free from sexual harassment and other unlawful harassment and discrimination based on sexual, racial, age-based, religious, ethnic, disability, family status, and other forms of legally impermissible harassment or discrimination of any employee or applicant for employment and to provide procedures for reporting, investigating, and resolving complaints of harassment, discrimination and retaliation.

Policy.

2. It is the policy of Eau Claire County that all employees have the right to work in an environment free of all forms of unlawful harassment and discrimination by employees, whether sworn, civilian, volunteer, or non-employees who conduct business with the County. Eau Claire County considers harassment, discrimination, and retaliation of others to constitute serious employee misconduct warranting prompt and effective remedial action to end the harassing or discriminatory behavior. It is the responsibility of all employees of the County to take reasonable and necessary action to prevent unlawful harassment, discrimination, and retaliation, and it is the responsibility of all employees to promptly report and cooperate with the County's efforts to eradicate conduct that could be in violation of this policy. Where impermissible harassment, discrimination, or retaliation has occurred, the County will take appropriate disciplinary action, including, without limitation, termination.

3. **3.1 Scope.**

4. This policy applies to all employees and applicants for employment with Eau Claire County, whether sworn, regular, reserve, or civilian, and all volunteers.

- 4.1 **Definitions.**

Harassment means any form of conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment. Harassment includes persistently bothering, disturbing, or tormenting another person. Unlawful harassment may be based on a variety of factors, such as race, color, religion, sex, national origin, disability, marital status, sexual orientation or other protected status. The County prohibits all forms of unlawful harassment, including, but not limited to:

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

- Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
 - 4.1.1 Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
 - 4.1.2 Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.
 - 4.1.3
 - 4.1.4 Examples of unlawful harassment and discrimination include use of sexual, racial, religious, age, or ethnic epithets or other derogatory words or actions based upon someone’s sex, race, color, origin, ethnic origin, religion, age, physical or mental impairment or other protected status.
 - 4.2 Discrimination. A failure to treat all persons equally and without discrimination based on protected status under the law where no reasonable distinction can be found between those favored and those not favored.
 - 4.3 Sexual harassment. is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when.
 - 4.3.1 Submission to such conduct is explicitly or implicitly made a term or condition of employment;
 - 4.3.2
 - 4.3.3 Submission or refusal to submit to such conduct is used as the basis for employment decisions; or
 - 4.4 Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.
 - 4.5 No employee can be forced to submit to sexual harassment as a basis for any employment decision. The County will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.
- The following conduct may be considered sexual harassment or another form of prohibited harassment, discrimination, or inappropriate behavior.

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

Sexually suggestive or off-color comments or jokes;

Sexual flirtation, innuendo, advances, propositions, or other sexual activities;

4.5.1

Unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;

4.5.2

4.5.3

Repeated and unwelcome invitations for social interactions outside of the workplace;

4.5.4

Sexual or racial slurs, derogatory remarks, or offensive gestures;

4.5.5

Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and

4.5.6

4.5.7

Including or excluding any individual from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate business reasons.

4.5.8

Inappropriate displays of affection or sexually related conduct, even if welcome, are inappropriate at work and will not be tolerated.

4.5.8.1

This list is not intended to be exhaustive. For example, any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions.

5.

5.1

Retaliation.

5.2

The County prohibits retaliation against any employee for filing a complaint under this policy or for assisting, testifying, or participating in the investigation of such a complaint.

If any County employee believes that he or she has been retaliated against for bringing a complaint or providing information related to a complaint, the County requires employees to promptly comply with and use the reporting procedure described in this policy.

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: April 13, 2018

Eau Claire County
Employee Policy Manual

Retaliation is a form of employee misconduct. Any evidence of retaliation will be considered a separate violation of this policy and will be handled by the same complaint procedures established for harassment and discrimination complaints.

5.3 Monitoring to ensure that retaliation does not occur is the responsibility of the department head, supervisors, and all County employees.

5.4 Employee and Supervisor Expectations of Conduct and Processing of Complaints.

Prohibited Conduct.

6.

6.1 In order to prevent and eradicate sexual harassment and other unlawful harassment and discriminatory behavior, the County has established the following list of prohibited activities for County employees defined as employees and applicants for employment with the County, whether sworn, regular, reserve, or civilian, and all volunteers.

6.1.1

6.1.1.1 No employee will either explicitly or implicitly ridicule, mock, deride or belittle any person.

6.1.1.2 No employee will make offensive or derogatory comments to any person, either directly or indirectly.

6.1.1.3 No employee will engage in activity such as sabotage, ostracism, badgering, withholding resources, disrespectful or disruptive treatment, defamation or conduct that intimidates or is hostile, whether this conduct is of a sexual nature or not. Nor will any non-employee who conducts business with Eau Claire County engage in such activity.

6.1.1.4

6.1.2 No employee or non-employee will engage in conduct identified or defined as prohibited sexual harassment, harassment, discrimination, retaliation or other inappropriate behavior.

6.2 All prohibited acts of these types will be judged on the basis of conduct that is “objectively reasonable.”

6.2.1

Employee Responsibilities.

Each employee of the County is responsible for complying with this policy and assisting in the prevention of sexual harassment and other unlawful harassment and discrimination by:

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: April 13, 2018

Eau Claire County
Employee Policy Manual

- 6.2.1.1 Refraining from conduct forbidden by this policy, including participating in or encouraging of action that could be perceived as harassment, discrimination, retaliation or conduct in violation of this policy;
- 6.2.1.2 Behaving courteously and professionally toward fellow employees;
- 6.2.1.3 Reading this policy and fully understanding its requirements;
- 6.2.1.4 Immediately and thoroughly reporting observed acts of sexual harassment and other harassment and discrimination;
- 6.2.1.5 Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor and through the reporting process; and
- 6.2.1.6 Cooperating in any investigation conducted under this policy by providing accurate and complete information about any incidents with which they are familiar.
- 6.2.2 Failure of any employee to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.
- 6.3 Supervisor's Responsibilities.
 - 6.3.1 All employees are responsible for complying with this policy and preventing sexual harassment and other unlawful harassment and discrimination. Supervisors are also responsible for.
 - 6.3.1.1
 - 6.3.1.2 Advising employees on the types of behavior prohibited and the County's procedures for reporting and resolving complaints of harassment and discrimination;
 - Monitoring the work environment on a daily basis for signs that harassment and discrimination may be occurring;

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: April 13, 2018

Eau Claire County
Employee Policy Manual

Stopping any observed acts that may be considered harassment and discrimination, and taking appropriate steps to intervene, whether or not the involved employees are within his or her line of supervision;

6.3.1.3

Utilizing all reasonable means to prevent a prohibited act from occurring when he or she knows or should know that an employee will or may perform such an activity; and

6.3.1.4

Taking immediate action to prevent adverse action or retaliation toward the complaining party and to eliminate the hostile work environment where there has been a complaint.

6.3.1.5

6.3.2 Each supervisor has the responsibility to assist any employee of the County who comes to that supervisor with a complaint of sexual harassment or other unlawful harassment, discrimination, or retaliation in documenting and filing a complaint with the [Affirmative Action/Civil Rights Compliance](#) Officer or as otherwise provided by this policy.

6.3.3 No supervisor will make any employment decision that affects the terms, conditions, or privileges of an individual's employment based on the basis of that person's race, sex, religion, national origin, color, sexual orientation, age, disability or other protected status.

6.3.4 Failure of any supervisor to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.

7.

7.1 Complaint Procedure.

7.2 Eau Claire County encourages and expects employees to immediately and thoroughly report all perceived incidents of sexual harassment and other forms of unlawful harassment, discrimination, or retaliation, regardless of the offender's identity or position. Any employee who believes that he or she is being harassed, discriminated, or retaliated against should report the incident promptly and as soon as possible so that steps may be taken to protect the employee and so that appropriate investigative and remedial measures may be initiated.

Employees with a complaint under this policy or questions about whether particular conduct is prohibited under this policy should immediately contact and discuss the concern with the employee's supervisor or the [Affirmative Action/Civil Rights Compliance](#) Officer in Human Resources as soon as possible. Complaints

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

received by supervisors or department heads must be reported to the Affirmative Action-Civil Rights Compliance Officer immediately. If the complaint involves the employee's immediate supervisor, then the employee should bring the complaint to that supervisor's immediate supervisor or the Affirmative Action-Civil Rights Compliance Officer. If the complaint involves the conduct of the Affirmative Action-Civil Rights Compliance Officer, then the complaint should be forwarded to the director or the Corporation Counsel.

7.3 The County encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The County recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. The employee is encouraged to document all incidents of harassment and discrimination in order to provide the fullest basis for investigation by the County. The employee is expected to then promptly report such acts consistent with the requirements of this policy.

7.4 The supervisor to whom a complaint is given or other designated person will meet with the employee and document the facts surrounding the incident complained of, including the conduct of the parties, the person performing or participating in the harassment and discrimination, any witnesses to the incident and the date on which it occurred. That supervisor taking the complaint will promptly submit a confidential memorandum documenting the complaint to the Affirmative Action-Civil Rights Compliance Officer or to the director or Corporation Counsel if the complaint involves the Affirmative Action-Civil Rights Compliance Officer. If the Civil Rights Compliance-Affirmative Action Officer or other designated person is receiving the complaint, then they will document and prepare the same confidential memorandum regarding the complaint.

7.5 The director is responsible for assigning a person to conduct the investigation involving any complaint alleging harassment or discrimination. If the complaint involves the director, then the Corporation Counsel will assign a person to conduct the investigation. The investigator may include a determination as to whether other employees are being harassed or discriminated against by the person and whether other County employees participated in or encouraged the harassment or discrimination.

7.6 If the situation requires separation of the complainant and the alleged harasser, then care should be taken to avoid action that punishes or appears to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: April 13, 2018

Eau Claire County
Employee Policy Manual

A file of harassment and discrimination complaints will be maintained.

The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

7.7

The director or designated person will inform the parties involved of the outcome of the investigation.

7.8

The County will take prompt and effective remedial action to end the prohibited behavior, which may include appropriate disciplinary action, up to and including termination of employment of any employee who engages in sexual or other harassment or who otherwise violates this policy. Further, the County will correct any adverse employment action an employee experienced due to conduct forbidden by this policy.

7.9

7.10

If the County does not employ the individual involved in harassing or inappropriate conduct, the individual will be informed of the County's policy and appropriate remedial action will be taken.

7.11

In all cases, the County will make follow-up inquiries to make sure the harassment has stopped. If an employee is not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, the employee should contact the director or designated person promptly.

7.12

This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

7.13

8.

8.1 Remedial Action.

The County will take prompt and effective remedial action to end the prohibited behavior. The County will also correct any adverse employment action an employee experienced due to conduct forbidden by this policy.

8.2

Misconduct constituting harassment, discrimination, or retaliation will not be tolerated and will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action such as warning, reprimand, reassignment, suspension without pay, or termination, as the County believes appropriate under the circumstances.

8.3

If a party to a complaint does not agree with its resolution, that party may appeal to the director or Corporation Counsel.

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

False and malicious complaints of harassment, discrimination, or retaliation as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

8.4 Training.

9. Human Resources will provide periodic and refresher training concerning the nature of harassment and discrimination in the workplace and prohibitions on such actions defined in the policy.

9.1

Conclusion.

10. Eau Claire County has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination, and retaliation.

10.1

The County will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

10.2

Any employee who has any questions or concerns about these policies should talk with the director or ~~Affirmative Action~~Civil Rights Compliance Officer.

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

1. **Purpose.** To establish a uniform system for determining county responsibility for expenses incurred by employees and officers while performing official county business.
2. Definitions.
 - 2.1 Authorizing party. The county administrator with respect to department heads; the department heads with respect to subordinate employees; and the chair of the board with respect to county supervisors, the county administrator and public officials other than officers.
 - 2.2 Budgeted. Appropriated by the county board or otherwise allocated in accord with Chapter 4.04 of the County Code.
 - 2.3 Person. All public officials and employees of the county.
 - 2.4 Vehicles. All motor drive surface forms of transportation.
3. Personal Automobile Insurance.
 - 3.1 All county employees who drive their personal vehicles on county business will be required to maintain, at a minimum, personal automobile insurance in the amount of \$100,000/\$300,000. The employee will provide their department head annually with documentation verifying such insurance amounts.
4. General Travel Policy.
 - 4.1 Each person will be reimbursed for reasonable, necessary and actual travel expenses incurred in the performance of authorized official duties.
 - 4.2 Use of public transportation is encouraged.
 - 4.3 Each authorizing party will be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind.
 - 4.4 Department heads and the County Administrator will determine departmental travel and training needs and authorize expenditures.

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

Effective Date: January 1, 2012

Revised Date: November 2013; January 27, 2016; [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

5. Out-of state travel.
 - 5.1 All out-of-state travel beyond 175 miles from the boundary of the City of Eau Claire at county expense must have the prior approval of the county administrator. Persons will submit a request for out-of-state travel to the county administrator as far in advance of the time of travel as possible.
6. Travel Costs.
 - 6.1 The person's authorizing party is responsible for auditing the travel voucher and will review travel expenditures. Travel reimbursement will not exceed the budgeted amount. Expenditures in excess of the budgeted amount will not be reimbursed.
 - 6.2 The maximum amount reimbursed will be the lesser of the commercial alternative rate and the vehicle mileage reimbursement amount.
7. Hotel/Motel Registration.
 - 7.1 When registering in hotels or motels or signing for any official purposes, persons will use their business address.
8. Lodging Expense.
 - 8.1 The choice of lodging will be based primarily on cost with consideration given to accessibility in conducting business. When traveling alone, a person will make use of a single room rate. Only travel expenses for the authorized person will be reimbursed, and at the rate for a single room.
 - 8.2 Lodging at convention, seminar, or meeting sites will be fully paid for by the County. For travel needs other than those listed, the maximum permitted amount for lodging for all in-state travel will equal the state rate and will be automatically adjusted each time the state rate is adjusted.
 - 8.3 All lodging expenses will be supported by the original machine printed receipts, or an original handwritten receipt.
9. State or third party reimbursements.
 - 9.1 Employees being reimbursed for travel expenses from a third party will not be reimbursed by the County.

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

Effective Date: January 1, 2012

Revised Date: November 2013; January 27, 2016; April 13, 2018

Eau Claire County
Employee Policy Manual

10. Private Vehicle Mileage Allowance.

~~10.1 The mileage allowance for use of private vehicles will equal the state rate and will automatically be adjusted each time the state rate is adjusted.~~

10.1 The mileage allowance for use of private vehicles will equal the IRS rate and will be adjusted annually.

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Aligned at: 0.5" + Indent at: 1"

10.2 Mileage between the employee's residence and place of employment will not be paid.

Formatted: Normal

10.3 Incentive payments for carpooling will be provided for drivers who carpool. The official incentive payment will be an additional 2¢ per mile for each additional person on Eau Claire County business using a private vehicle.

10.3.1 When incentive payments are made, the total mileage expense will be charged in equal shares against the appropriate departmental accounts of the persons on travel status.

10.3.2

11. Meals.

11.1 Employees will be reimbursed for meals if the employee is attending an approved meeting, convention or seminar.

11.2 The claim for meals will represent actual, reasonable and necessary costs expended for meals, not to exceed the following including tax and 20% maximum tip.

11.2.1 Breakfast. Maximum of \$8 for trips requiring the employee to leave before 6 a.m.

11.2.2 Lunch. Maximum of \$10 for trips requiring the employee to leave before 11:30 a.m. and return after 1:30 p.m.

11.2.3 Dinner. Maximum of \$20 for trips requiring the employee to leave before 4:30 p.m. and return after 6:30 p.m.

11.2.4 Maximum daily total of \$38.

11.2.5 Receipts are required for all meal reimbursement requests.

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

Effective Date: January 1, 2012

Revised Date: November 2013; January 27, 2016; April 13, 2018

Eau Claire County
Employee Policy Manual

11.2.6 No reimbursement will be made for the cost or tip on alcoholic beverages.

11.2.7 If the employee is required to purchase one meal while on county business, they will be limited to the amount stated per meal. If more than one meal is purchased, the employee will be allowed the total of these meals with the total being split among the meals at the employee's option.

12. Claiming Reimbursement of Authorized Expenditures.

12.1 All claims for reimbursement of authorized expenses must be submitted within 30 days on a Travel and Expense Reimbursement Form provided by the Finance Department.

13. Appendices.

13.1 Travel/Expense Reimbursement Form (Appendix 513 A)

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

Effective Date: January 1, 2012

Revised Date: November 2013; January 27, 2016; [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

Effective Date: January 1, 2012

Revised Date: November 2013; January 27, 2016; [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

EAU CLAIRE COUNTY
TRAVEL, TRAINING AND CONFERENCE FORM
(*Required for out-of-state travel > 175 miles from Eau Claire)

Employee's Name: [Click here to enter text.](#) **Position Title:** [Click here to enter text.](#)

Department:

Name of Training:

Location of Training: [Click here to enter text.](#)

Dates of Training: **Travel Date To/From:**

Goal of Training:

How does this training relate to the goals outlined in my last performance evaluation?

Total Cost \$ [Click here to enter text.](#), **including:**

Registration: \$ [Click here to enter text.](#) , **Lodging:** \$ [Click here to enter text.](#),

Meals: \$ [Click here to enter text.](#), **Travel:** \$ [Click here to enter text.](#)

Was this specific training prior approved in the budget process: Yes No

Are Training Costs Reimbursable: Yes No

If YES, what is the source of reimbursement?

Are Training Costs Paid Through Grant Funds: No Yes Federal State

Has a similar conference or training been attended in the past by requesting employee: Yes No

Are other staff available to provide coverage in employee's absence: Yes No

Will overtime expenses be incurred to provide coverage for employee's absence: Yes No

APPROVALS:

SUPERVISOR'S SIGNATURE: _____ DATE: _____

AND

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

COUNTY ADMINISTRATOR*: _____ DATE: _____

POLICY 715 INJURIES/ILLNESSES

1. Purpose.
 - 1.1 To promote and ensure the safe return of injured/ill employees back into the work environment.
2. Non-Work Related Injuries/Illnesses
 - 2.1 Medical slips obtained from the medical practitioner who treated the employee meet the requirements for situations discussed below.
 - 2.2 A supervisor/department head may require verification of illness.
 - 2.3 A doctor's statement is required when.
 - 2.3.1 An employee is absent five or more days due to illness
 - 2.3.2 The absence is due to an injury, surgery, a serious illness, or medical condition.
 - 2.3.3 The employee returns with a cast, sling, crutches, or other restrictions, such as lifting or walking.
 - 2.3.4 Work restrictions must receive prior approval from the director before returning to work.
 - 2.4 Eau Claire County does not have a "company doctor" and does not require employees to be cleared by a particular health care facility. However, the County does reserve the right to refer an employee to a management-selected facility or practitioner to make a fitness- for-duty evaluation when the department head and director determine that such an evaluation is appropriate.
3. Work-Related Injuries/Illness
 - 3.1 Report any accident information, hazard, or concern about workplace safety as soon as possible to the Safety Coordinator, Safety Committee, or Human Resources staff.
 - 3.2 Employees who suffer injuries or are involved in an accident on the job must immediately report the accident or injury verbally to their supervisor as soon as is physically possible after the occurrence.

POLICY 715 INJURIES/ILLNESS

Effective Date: January 1, 2012

Revised Date: [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

- 3.2.1 Within one working day of the accident or injury, employees must complete and submit the Employee Report of Injury Incident Form.
- 3.2.2 Injured employees must keep their supervisor and the Workers Compensation Coordinator informed of the injury status.

3.2.2.1 The injured employee must make contact with the supervisor and Workers Compensation coordinator at least once every seven (7) lost workdays.

3.2.2.2 The injured employee must inform their supervisor and the Workers Compensation Coordinator of future medical appointments within 24 hours of the injured employee learning of the appointment(s).

3.2.2.1 3.2.2.3 The injured employee must inform their supervisor or the Workers Compensation Coordinator of the results of the medical appointments, such as the return to work form, within 24 hours after the appointment.

- 3.3 Employees must submit only Workers Compensation claims pertaining to employment at Eau Claire County.
 - 3.3.1 Inappropriate and fraudulent claims will be denied. Information related to fraudulent claims will be forwarded to the District Attorney for appropriate action and Human Resources for appropriate discipline, which may lead to termination.
- 3.4 In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits procedures.

4. Prescribed Medications

- 4.1 Employees are required to inform their supervisors about any prescribed medications, which may affect ability to perform job duties safely **before** beginning work.

5. Family Medical Leave

- 5.1 Contact Human Resources to determine whether an absence due to injury or illness is covered by the Family Medical Leave Act (FMLA).

POLICY 715 INJURIES/ILLNESS

Effective Date: January 1, 2012

Revised Date: April 13, 2018

Eau Claire County
Employee Policy Manual

Formatted: Normal, No bullets or numbering

Formatted: Normal, Indent: Left: 2.2", No bullets or numbering

Formatted: Indent: Left: 2.25", No bullets or numbering

5.1.1 An approved leave of absence is required for all periods of absence exceeding seven consecutive calendar days.

6. Appendices.

6.1 Employee Report of Injury Incident Form (Appendix 715 A)

POLICY 715 INJURIES/ILLNESS

Effective Date: January 1, 2012

Revised Date: [April 13, 2018](#)

Eau Claire County
Employee Policy Manual

FACT SHEET

TO FILE NO. 18-19/007

Section 1. There are grammatical changes and updates regarding duties of the HR director and department heads to be consistent with current practice. The purchasing director is responsible for safety and department heads are responsible for approving travel costs of applicants and for monitoring overtime costs.

Section 2. The compensatory time records are generated by the timekeeping system.

Section 3. Updates the code to reflect the current practice.

Section 4. This change moves the position title change language from 3.15.070.

Section 5. Clarifies that participation in the group dental plan is subject to the terms of the Employee Policy Manual and the summary plan descriptions.

Section 6. Updates the code to identify the position or division responsible for the functions listed.

Section 7. Corrects a reference to the Employee Policy Manual.

Section 8. Updates the code to properly reflect the current pay system

Section 9. Clarifies that the finance director is responsible for compliance and the HR director is responsible for recommending revisions to the compensation schedules.

Section 10. Deletes surplus language. Regarding 3.50.080 C. for money compensation while the employee is working the idea is that is prevents employees being paid by the county from receiving compensation from another employer or source for that same time.

Substantive provisions in Title 3 will be addressed in a future ordinance as part of the strategic plan review process. Employee policies will also be reviewed.

Fiscal Impact: None.

Respectfully Submitted,

Keith R. Zehms
Corporation Counsel

KRZ/yk

2
3 - TO AMEND SECTION 3.03.020 D. AND E. OF THE CODE: RESPONSIBILITY AND
4 AUTHORITY; TO AMEND 3.05.020 B. OF THE CODE: RESPONSIBILITY AND
5 AUTHORITY; TO REPEAL AND RECREATE SECTION 3.15.030 B. OF THE CODE:
6 POSITION AND FULL TIME EQUIVALENCY (FTE) ESTABLISHMENT; TO AMEND
7 SECTION 3.15.040 A. AND B. OF THE CODE POSITION DESCRIPTIONS; TO
8 AMEND SECTION 3.15.070 OF THE CODE: REGULAR AND PROJECT POSITION
9 TITLES; TO AMEND SECTION 3.20.010 B. & D. OF THE CODE: BENEFITS OF
10 ELECTED OFFICIALS; TO AMEND SECTION 3.20.040 B. & C. OF THE CODE:
11 COUNTY BOARD COMMITTEE PER DIEMS; TO AMEND SECTION 3.20.045 OF
12 THE CODE: COUNTY BOARD CHAIR PER DIEM AND EXPENSE
13 AUTHORIZATION; TO AMEND SECTION 3.20.090 C. 6 AND D. OF THE CODE:
14 COMPENSATION OF OTHER OFFICIALS; TO AMEND SECTION 3.50.080 B. OF
15 THE CODE: OUTSIDE EMPLOYMENT -

16
17 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

18
19 **SECTION 1.** That Subsections D. & E. of Section 3.03.020 of the code be amended to
20 read :

21
22 D. The director shall:

- 23 1. Administer the human resources code, the Employee Policy Manual and
- 24 Human Resources Administrative Manual and perform those functions provided therein;
- 25 2. Lead strategic efforts and make operational decisions in all areas of
- 26 personnel management including employment and recruiting, training and development,
- 27 classification and compensation, benefits, employee relations, labor negotiations, ~~and~~ personnel
- 28 records ~~and health and safety~~;
- 29 3. Make recommendations regarding overall personnel resource strategic and
- 30 workforce planning;
- 31 4. Develop and maintain classification and compensation plans;
- 32 5. Review reorganization recommendations made by department heads to
- 33 outline appropriate action for the board;
- 34 6. Approve setting the salary of new employees above the minimum;
- 35 7. Approve exceptions to benefits policy;
- 36 8. ~~Approve travel costs of applicants;~~
- 37 ~~9.8. Monitor temporary assignments and use of overtime;~~
- 38 ~~10.9. Maintain a list of regular position titles, and~~
- 39 ~~11.10. Maintain a record of authorized full time equivalency for each position.~~

40 E. Department heads shall:

- 41 1. Enforce the human resources code, the Employee Policy Manual, and the
- 42 Human Resources Administrative Manual as it pertains to their respective departments, and keep
- 43 employees informed of its provisions;
- 44 2. Recommend to the director any amendments to the human resources code,
- 45 or the Employee Policy Manual, and the Human Resources Administrative Manual which would
- 46 improve county operating efficiency or employment relations;
- 47 3. Delegate appropriate authority to subordinate supervisory personnel in
- 48 enforcing the code, the Employee Policy Manual, and the Human Resources Administrative
- 49 Manual; and

1 4. Immediately notify the director of any known changes in personnel and
2 participate in the selection of replacement employees.

3 5. Approve travel costs of applicants.

4 6. Monitor use of overtime.

5
6 **SECTION 2.** That Subsection B. of Section 3.05.020 be amended to read:

7
8 B. Department heads shall:

9 1. ~~Initiate~~ and process transactions that affect their employees using forms
10 provided or approved by the director;

11 2. ~~Maintain a record of each employee's compensatory time, where~~
12 ~~applicable, to justify compensable time off work; and~~

13
14 **SECTION 3.** That Subsection B. of Section 3.15.030 of the code be repealed and
15 recreate to read:

16
17 B. Position title changes. Authorization for all title changes is subject to approval of
18 the director or designee.

19
20 **SECTION 4.** That Subsections A. & B. of Section 3.15.040 of the code be amended to
21 read:

22
23 A. New position classification. The department head shall submit a completed
24 position ~~requisition analysis questionnaire~~ and supporting documentation to the director. The
25 director or designee shall ~~prepare work with the department head or designee to create a new~~
26 position description.

27 B. Changes in position descriptions. The department head shall notify the director or
28 designee when changes in duties and responsibilities of positions occur. Changes will be made
29 by the director or designee by amendment to the position description unless they are so
30 substantial as to make preparation of a new description desirable.

31
32 **SECTION 5.** That Section 3.15.070 of the code be amended to read:

33
34 3.15.070 Regular and project position titles.

35 A. ~~The~~ director shall maintain a list of regular position titles used in county service
36 which shall include the position title, number of FTE per position title, salary code and any
37 contingent conditions for specific positions. The list is available from human resources by
38 request.

39 B. ~~Position title changes. Authorization for all title changes is subject to the~~
40 ~~recommendations of the governing committee and director and approval by the committee.~~

41
42 **SECTION 6.** That Subsections B. & D. of Section 3.20.010 of the code be amended to
43 read:

44
45 B. Eligible to participate in a group dental plan as provided in the Employee Policy
46 Manual. by paying the entire premium as provided in the Employee Policy Manual

47
48 D. Eligible to participate in the Wisconsin Group Life Insurance Program, social
49 security, deferred compensation, Roth IRA's, group long-term disability plan, flexible spending

1 account, accident, critical illness and the EdVest college savings program as provided in the
2 Employee Policy Manual.

3
4 **SECTION 7.** That Subsections B. & C. of Section 3.20.040 of the code be amended to
5 read:

6
7 B. The finance director shall prepare committee attendance report forms providing
8 the following: the name of the committee; date, time and place of the meeting; a list of members
9 in attendance; a list of persons not members whose attendance was requested by the chair; a
10 certificate to be signed by the chair assuring compliance with A. and 3.20.030; and a certificate
11 to be signed by the county clerk or his or her designee assuring compliance with C.

12 C. The completed committee attendance forms as provided in B. shall be transmitted
13 promptly by the committee chair after each meeting to the county clerk who shall certify that
14 said meeting was publicly noticed as required by Wis. Stat. §19.84, and shall thereafter transmit
15 said form to the ~~human resources department~~ payroll division.

16
17 **SECTION 8.** That Section 3.20.045 of the code be amended to read:

18
19 3.20.045 County board chair per diem and expense authorization. All county board chair
20 per diems authorized in this chapter and travel and training expenses authorized in the ~~Human~~
21 ~~Resources~~ Employee Policy Manual require approval of the finance and budget committee.

22
23 **SECTION 9.** That paragraph 6. of Subsection C. and Subsection D. of Section 3.20.090
24 be amended to read:

25
26 6. Circuit court officers shall be paid the hourly rate established within the
27 salary index at salary grade 801 step A, with a minimum 2 hours of call-in time on days where
28 circuit court officers report for work and court is cancelled;

29
30 D. ~~The director and~~ The finance director shall assure compliance with this chapter, and the
31 director shall recommend appropriate revisions in the compensation schedules to the committee prior to
32 November 1st annually.

33
34 **SECTION 10.** That Subsection B. of Section 3.50.080 of the code be amended to read:

35
36 B. No employee may concurrently hold more than 1 county position without the
37 written approval of the director. ~~The director shall have authority to grant such approval up to 30~~
38 ~~working days within the budget of the affected department(s). Such approval may be granted for~~
39 ~~combination part time positions when it is in the best interests of the county to do so, and when~~
40 ~~such part time positions do not represent a conflict of interest.~~

41
42 ADOPTED:

43
44 _____
45 _____

46
47 Committee on Human Resources

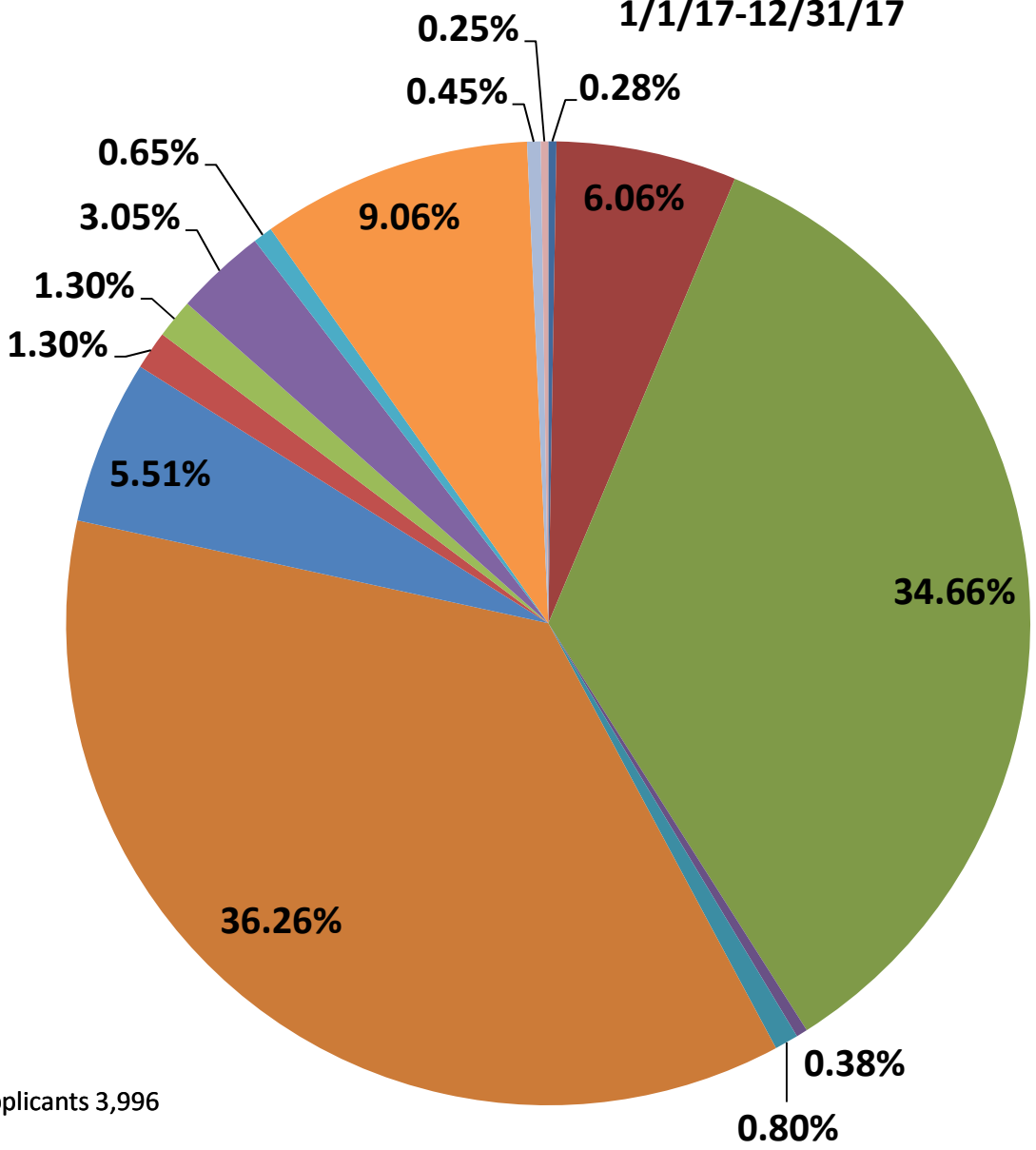
48
49 **KRZ/yk** Dated this _____ day of _____, 2018.
50 ORDINANCE/18-19

2017 HR Metrics

Committee on Human Resources

April 13, 2018

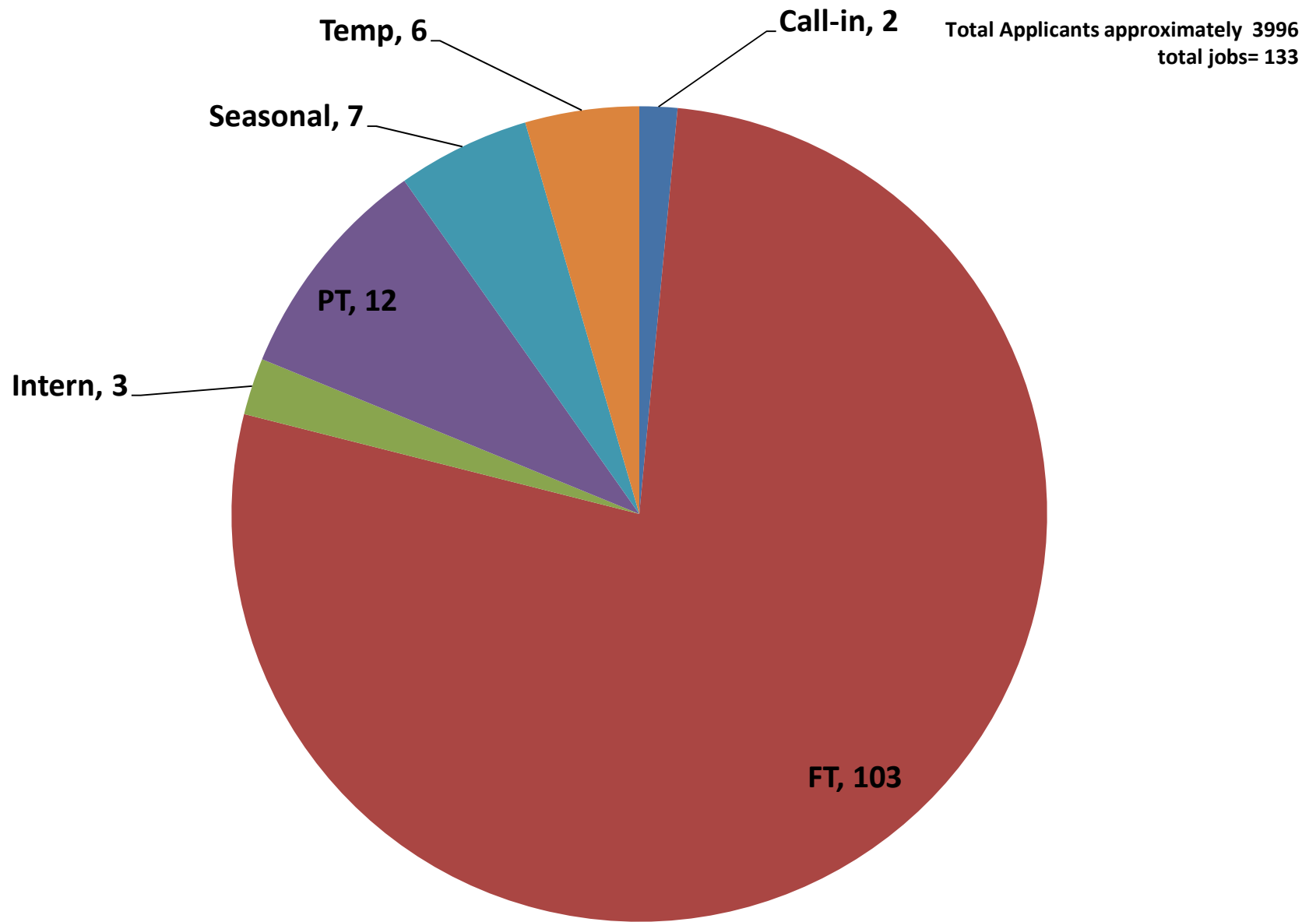
Applicant Source 1/1/17-12/31/17



- Career Fair
- County EE (referral)
- ECC Website
- Facebook
- Internal Applicants
- Internet job board (i.e. indeed.com)
- Job center
- Job Interest Card
- Job posting at facility
- LinkedIn
- Newspaper
- Other
- WEAU job board
- Wilenet

Total Applicants 3,996

2017 Open Positions



**Promotion/Transfer
2017**

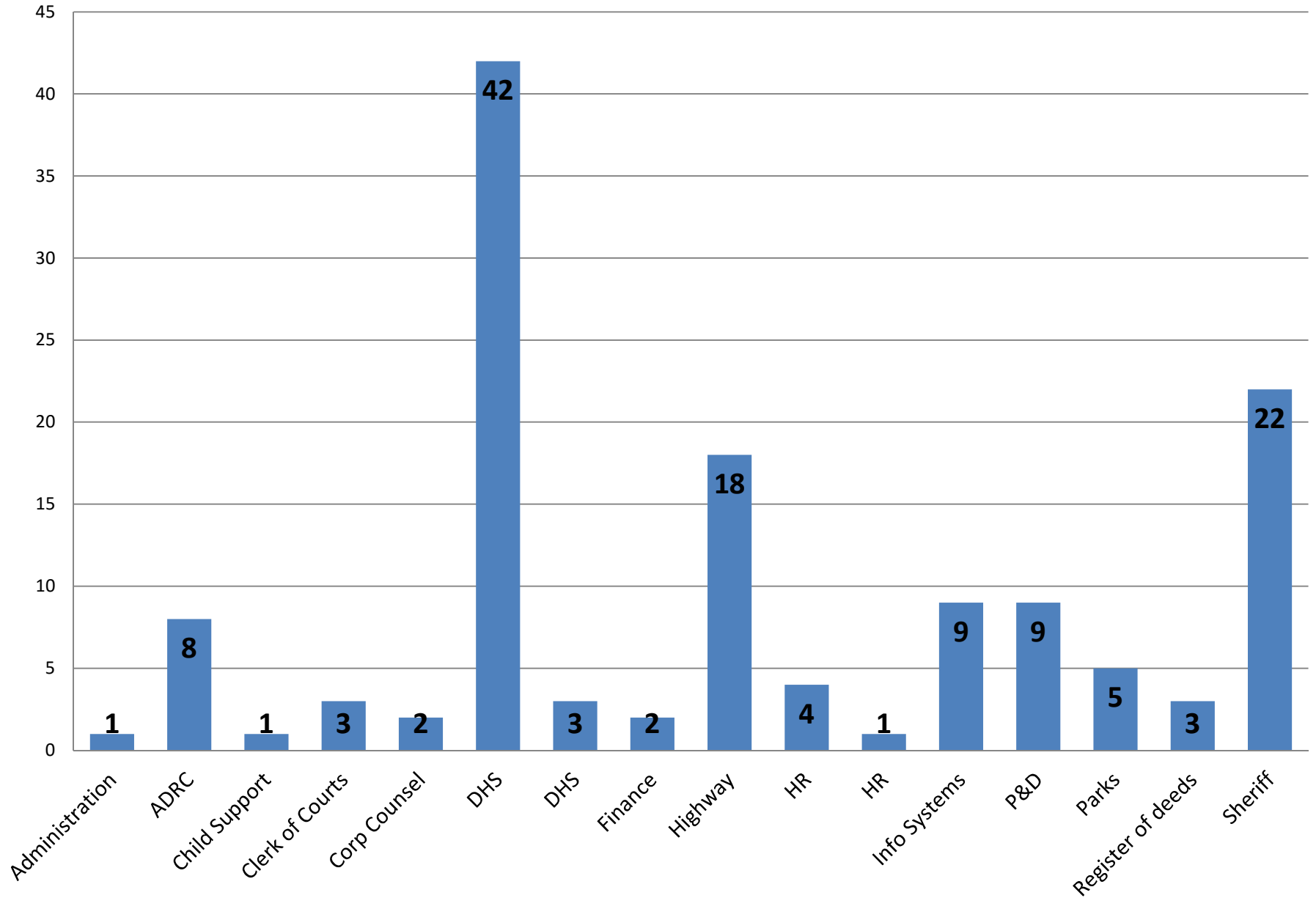


Promotion

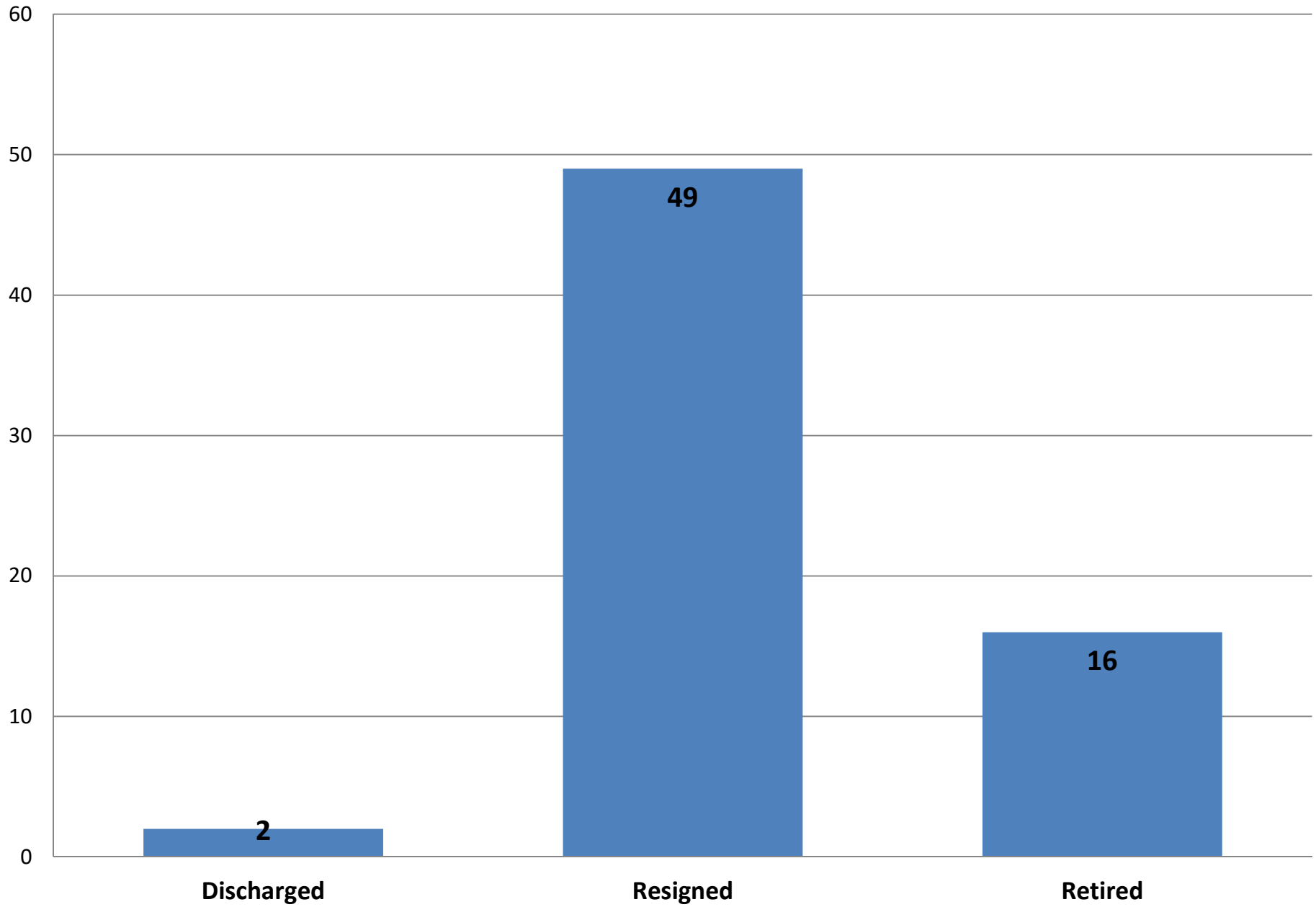


Transfer

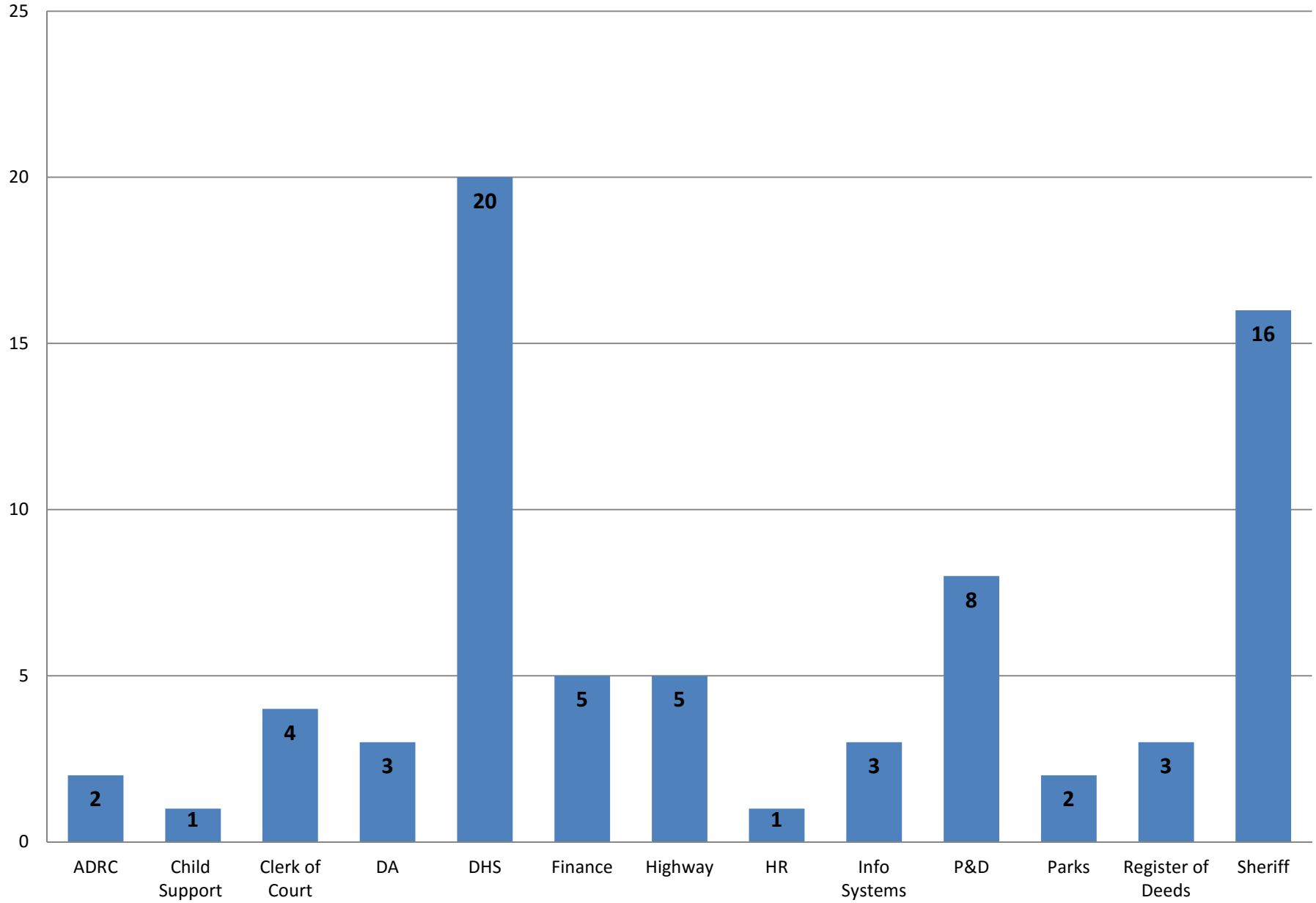
2017 - Open position by department

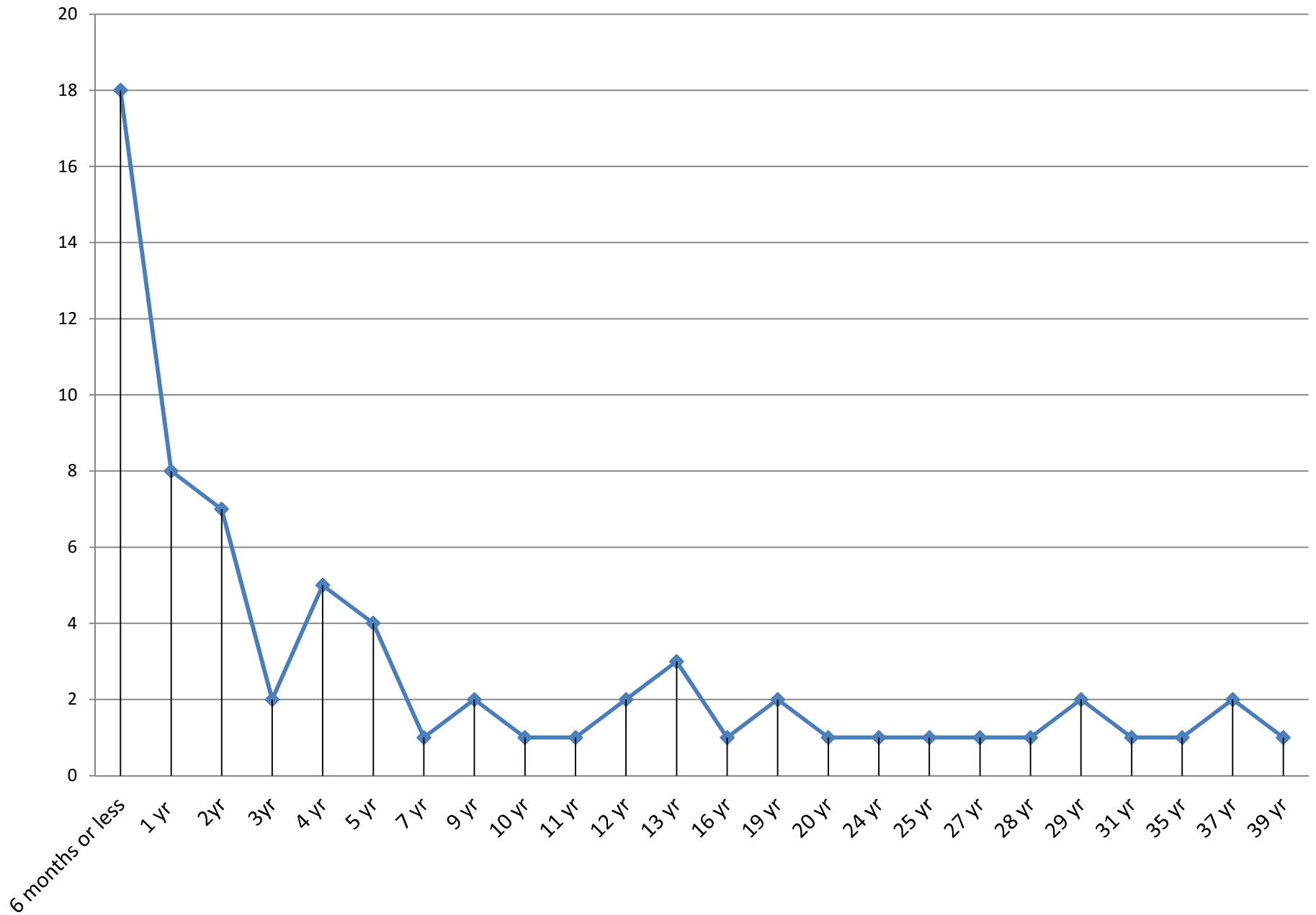


2017 Reason for Separation



2017 Separation by department





2017 Separation by length of service