

EAU CLAIRE COUNTY  
MEETING NOTICE/AGENDA

**COMMITTEE:** Committee on Human Resources  
**DATE:** Thursday, July 12, 2018 **TIME:** 10:00 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 May 11<sup>th</sup> and the June 27<sup>th</sup> meetings
4. Human Resources/County Administration: Information/Discussion/Action of Resolution 18/19-048 to update the following Eau Claire County policy –
  - a. Policy 519 – Salary Plan Administration
5. Human Resources: Information/Discussion: REALiving EAP utilization review
6. Human Resources: Information/Discussion – Life Insurance carrier update
7. Human Resources: Information/Discussion/Action – Set future meeting dates
8. County Administrator: Information/Discussion/Action: Total Reward Benefit Package including hours operation, holiday and wages for 2019 budget.

Adjourn

Future Committee on Human Resources Meetings

Where: Room 1273

Time: 10:00 a.m.

Dates: August 9, 2018

**COPIES TO:**

County Clerk J. Loomis  
County Administrator K. Schauf  
Corporation Counsel K. Zehms  
Committee on Human Resources: S. Miller/M. Beckfield/J.Gatlin/C.Russell/K.Stelljes

Human Resources Department

DATE NOTICE POSTED AND SENT:

PREPARED BY: Jill Mangus, Human Resources Department

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**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**  
**Friday, May 11, 2018**                      **TIME: 7:30 AM**  
**Eau Claire County Courthouse, Room 1273**  
**721 Oxford Avenue, Eau Claire, WI**

## MINUTES

Members Present:            Sue Miller, Judy Gatlin, Mark Beckfield, Connie Russell  
Members Absent:            Kevin Stelljes  
Staff Present:                Jamie Gower, Amy Sires, Nancy Pabich, Kathryn Schauf (via telephone conference) Capt.  
   Dan Bresina, Lt. Dave Riewestahl, Tom Wirth  
Others Present:              Kristen Schmidt – M3

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

### No Public Comment

### Introduction of two new County Board Supervisors to the Committee on Human Resources

#### Discussion/Action: Election of Chair and Vice Chair

Motion Sue Miller to accept nominations for Chair.

Motion Judy Gatlin to elect Mark Beckfield, Motion carried 4-0.

Motion Sue Miller to elect Judy Gatlin for Vice Chair, Motion carried 4-0.

#### Discussion/Action: Appointment of Committee Clerk

Motion Jamie Gower to elect Nancy Pabich for Committee on Human Resources Clerk, approved by Mark Beckfield

#### Review and approve minutes of the April 13th meeting

Motion Judy Gatlin to approve meeting minutes of the April 13<sup>th</sup>, 2018 meeting as written. Motion carried 4-0.

### Human Resources: Information/Discussion- M3 Insurance Update

#### Human Resources/Sheriff's Office: Information/Discussion/Action of Resolution 18/19-023 to update the following Eau Claire County policy –

- Policy 519 – Salary Plan Administration

Motion Judy Gatlin to approve the Policy 519 salary plan change as requested. Motion carried 4 to 0.

#### Human Services: Information/Discussion/Action of Resolution 18/19-024 to authorize one new 1.0 FTE Social Worker- (Jail reentry program)

Motion Sue Miller to approve the Social Worker position. Motion carried 4-0.

#### Human Resources/County Administration: Information/Discussion/Action to update the following Eau Claire County policy –

- a. Policy 203 – Concerns or Complaints

Motion Connie Russell to accept changes/additions as listed. Motion carried 4-0.

**Human Resources: Information/Discussion – Human Resources Update**

**Human Resources: Information/Discussion/Action – Set future meeting dates**

Same schedule until further discussion at July, 2018 meeting.

No other topics discussed for next meeting.

**Adjourn**

Mark Beckfield adjourned the meeting at 9:13 a.m.

Respectfully submitted,  
Nancy Pabich, Committee Clerk

**JOINT COMMITTEE**

Committee on Administration

Committee on Human Resources

Wednesday, June 27, 2018 TIME: 3:00 PM

Eau Claire County Courthouse, Room LEC 1301, and LEC 1302

721 Oxford Avenue, Eau Claire, WI

**MINUTES**

Members Present: Committee on Administration; Nick Smiar, Colleen Bates, Jerry Wilke, Ray Henning

Committee on Human Resources; Mark Beckfield, Judy Gatlin, Connie Russell

Members Absent: Sue Miller, Kevin Stelljes

Staff Present: Kathryn Schauf (present on conference call), Jamie Gower, Amy Sires, Nancy Pabich  
Frank Draxler, Norb Kirk, Amy Weiss

Others Present: Kristin Schmidt - M3

Committee on Administration Chair Nick Smiar called the Joint Meeting to order and certified compliance with Open Meetings Law at 3:00 p.m.

**No Public Comment**

**Introduction of the new Finance Director, Norb Nick to the Committees**

**Human Resources: Information/Discussion Proposed Approval of Contract to Award Health Insurance for 2019**

Human Resources Director provided a summary of the health insurance carriers considered for 2019 project to the Committees.

Nick Smiar, Committee on Administration Chair called for motion on recommendation for Carrier B as presented by Human Resources for 2019

Motion Colleen Bates to accept recommendation for Carrier B from Committee on Administration  
Motion seconded Supervisor Ray Henning

Mark Beckfield, Committee on Human Resources called for motion on recommendation for Carrier B as presented by Human Resources for 2019

Motion Judy Gatlin to accept recommendation for Carrier B from Committee on Human Resources  
Motion seconded Supervisor Connie Russell

**Proposed Approval of Contract to Award Health Insurance for 2019**

Nick Smiar, Committee on Administration Chair called for vote on recommendation for Carrier B as presented by Human Resources for 2019

Committee on Administration: Motion Unanimously Accepted Yes – 4 No – 0  
Committee on Human Resources: Motion Unanimously Accepted Yes – 3 No – 0

The Joint Committee Adjourned at 3:37pm

Respectfully submitted,

Nancy Pabich  
Acting Committee Clerk

## **Fact Sheet 18/19-048**

### **Background**

In conjunction with Eau Claire County's (ECC's) Total Reward Strategy leadership, from ECC wanted to create a program that would provide an opportunity for management to recognize staff for performance that is consistently exceptional. Currently the county follows the Salary Plan Administration guidelines in Policy 519 which provide the opportunity for employees to receive a single step increase, annually, based upon satisfactory performance.

ECC identifies employee recognition through programs acknowledging employee efforts, actions, behaviors or performance. Recognition programs support business strategy by reinforcing those behaviors that contribute to organizational success and by communicating to employees that they are appreciated. The current recognition program at ECC utilizes funds that are allocated to recognize the actions of employees as well as acknowledging milestone anniversaries

Members of the ECC leadership team were invited to volunteer and create a design team with the goal of creating a policy that would provide a platform that will allow department heads, managers and supervisors to offer the county's top performers additional compensation for an exceptional job well done. From this request a design team was created to include the following team members:

- Captain Joel Brettingen – Sheriff's Office
- Charity Zich - Airport
- Jennifer Speckien - ADRC
- Brian Spilde - Highway
- Diane Cable – Human Services
- Ashley Proue – Clerk of Courts
- Jamie Gower – Human Resources

### **Analysis**

The design team began meeting in December of 2017 and held 6 (six) additional work sessions through April. Throughout the design phase, members of the team also met with County Administrator Schauf to ensure the plan design was aligning with the county's strategic plan. As the plan came to its final draft phase the design team presented their proposal to ECC Department Heads for their review and consideration.

#### *Phase I*

The first exercise the team went through was to explore why the program was necessary. A summary of those reasons is outlined below:

- A program recognizing employees for top performance aligns to ECC's Total Rewards Strategy.
- Differentiates us from other employers and aligns with the county's strategic plan to become an employer of choice.
- Increases employee performance and encourages them to take risks and produce innovative ideas.
- Acknowledges the employees who step beyond the everyday
- May motivate employees by giving employee's a stake in their own compensation

#### *Phase II*

Members of the team were then tasked to research various compensation programs and asked to provide a summary of their findings to the design team. The summary included various programs from quality step increases to lump sum bonuses to additional merit pay based upon performance metrics. In addition, the team reviewed the current recognition and acknowledgement programs offered by ECC. Program review included the county's formal employee recognition program and the "Be Your Best" award that is facilitated by Realiving, the county's EAP provider.

*Phase III*

Upon review of current programming the design team began formulating a new program that would provide employees with a one-time incentive for exemplary performance. This program was built upon the creation of an exemplary performance definition, eligibility criteria, and various incentive tiers. Nomination forms, procedural documents, policy amendments and compensation tiers were drafted.

**Recommendation**

In conjunction with the County's Total Reward strategy, support from the County Administrator and Department Head leadership team, this design team recommends the amendment to Policy 519 – Salary Plan Administration to include an Exemplary Performance Incentive. Attached members of the committee on human resources will find the following documents for their review and consideration of the program:

- PowerPoint presentation further outlining the program
- Program materials to include: nomination form, procedural guideline, and a red-lined copy of Policy 519 – Salary Plan Administration

The fiscal impact for this program assumes a performance incentive fund totaling \$25,000.

Respectfully Submitted,

*Exemplary Performance Incentive Design Committee*

*Eau Claire County Leadership Team*

## POLICY 519 SALARY PLAN ADMINISTRATION

1. **Purpose.** The purpose of this policy is to administer a uniform employee salary plan. The salary and benefits provided by the county to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the county is either required to or is discretionarily providing to its residents. The county will provide these salaries and benefits on the basis of internal equity, and external competitiveness if fiscally feasible.

2. Salary plan administration.

2.1 New Hires. Will normally commence working on Step 1 of the pay grade. The hiring supervisor, with approval of the Human Resources Director, can start experienced individuals within steps 2 – 5 under any of the following conditions.

- The entrant must have substantial experience immediately usable in the new position.
- Market conditions must demand a higher starting salary step.
- Salary compression from subordinate positions requires a higher starting salary.

2.1.1 Placement above step 6 requires the approval of the County Administrator and the Human Resources Director.

2.2 Promotions. An individual who moves to a position of a higher pay grade will be placed on Step 1 of the new salary schedule; OR, the step closest to a 5% increase.

2.3 Step Increases. Step increases will occur at the start of the first pay period each July. Step increases will not be automatic. Employees must have a performance evaluation that indicates satisfactory performance.

2.3.1 An employee who has received an unsatisfactory performance evaluation, is serving a disciplinary suspension or who has been placed on a Performance Improvement Plan that includes a time limit within which the deficiencies must be corrected, will not receive the annual step increase.

## POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012, January 1, 2019

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016

*Eau Claire County*  
Employee Policy Manual



3. Exemplary Performance Incentive. Eau Claire County may award a one-time incentive to employees who show exemplary performance. The county defines "exemplary performance" as:

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- Performance that is directly tied to the County Strategic Plan, Department mission, or the Performance Management metrics.
- Serving as a positive role model by demonstrating high standards of professional behavior toward others (e.g. teamwork, ethics, leadership.)
- Performance that exceeds goals

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3.1 Nominations. Nomination forms can be submitted throughout the year; however, an annual review of nominations will be conducted.

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3.2 Incentive Tiers. Nominees will be eligible to receive one (1) of three (3) tiers:

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- Tier 1: \$750
- Tier 2: \$1,500
- Tier 3: \$3,000

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3.4. Parks and Forest.

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3.4.1.1 Coon Fork Park Rangers will receive housing accommodations which include L.P. gas for heating and cooking. The adjusted annual value of in kind wages, inclusive of housing and utilities is \$1,237.

3.4.1.2 Coon Fork Park Rangers will receive a .78¢ per hour adjustment in recognition of the on-site living requirement.

4.5. Highway.

4.5.1 Mechanics that obtain and maintain certification from ASE (The National Institute for Automotive Service Excellence) for heavy-duty truck service will be paid an annual certification allowance on the first pay period following their anniversary date of employment. The employee will submit proof of certification from ASE before payment. The allowance will be \$50 for each truck area test passed, with a maximum annual certification allowance of \$400 per employee for Master Certification.

5.6. Airport.

## **POLICY 519 SALARY PLAN ADMINISTRATION**

Effective Date: January 1, 2012, January 1, 2019

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016

*Eau Claire County*  
Employee Policy Manual

~~5.16.1~~ The Maintenance Technician positions at the airport will receive an additional fifty cents (\$.50) per hour for all hours worked as long as these positions provide ARFF services at the airport.

~~6.7.~~ Subpoena Pay.

~~6.17.1~~ Employees who are subpoenaed or required to testify in court outside of their normally scheduled hours shall receive a minimum of one (1) hour pay.

~~6.27.2~~ Subpoena fees will be retained by the County.

~~7.8.~~ Appointment of Child Support Management and Legal Support Duties

~~7.18.1~~ The Corporation Counsel will appoint one Assistant Corporation Counsel to perform the duties of providing oversight of the county's child and spousal support, paternity, and medical support liability program in accordance with state and federal laws, rules and regulations as outlined in the job description addendum.

~~7.1.18.1.1~~ The Corporation Counsel will notify the Director of the appointment.

~~7.1.28.1.2~~ The Assistant Corporation Counsel appointed to these duties will receive an annual stipend of \$1,500 which will be distributed throughout the year each pay period.

~~8.9.~~ Field Training Officers.

~~8.19.1~~ Field Training Officers (FTO) will receive 75¢ per hour when training new employees only. The FTO will not receive this 75¢ for meetings.

~~9.10.~~ Death While an Active Employee.

~~10.1~~ Upon the death of an employee, the employer will pay to the employee's spouse or to the estate if there is no surviving spouse, any earnings due to the employee at the time of his or her death.

~~11.~~ Appendices.

~~11.1~~ Exemplary Performance Procedure (Appendix xxx A)

~~9.111.2~~ Exemplary Performance Nomination Form (Appendix xxx B)

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**POLICY 519 SALARY PLAN ADMINISTRATION**

Effective Date: January 1, 2012, January 1, 2019

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016

*Eau Claire County*  
Employee Policy Manual

## Exemplary Performance Incentive Program Procedure

### Purpose

In conjunction with Eau Claire County's Total Reward Strategy this program provides leaders with an opportunity to recognize staff for performance that is consistently exceptional.

### Scope

Eau Claire County may award a one-time incentive to employees who show exemplary performance and meet program criteria. This program is open to all levels of positions except department head.

### Exemplary Performance Definition

- Performance that is directly tied to the County Strategic Plan, Department mission, or the Performance Management metrics.
- The nominee(s) serves as a positive role model(s) by demonstrating high standards of professional behavior toward others (e.g. teamwork, ethics, leadership.)
- Performance that exceeds goals.

### Eligibility Criteria

The nominee(s) must meet the following criteria:

- Employed at least six (6) months.
- Have performance evaluations that consistently meet or exceed performance in every category.
- Demonstrate performance that is free from corrective action or performance improvement plan.

### Nomination Process

Upon identifying an employee(s) for nomination the Department Head will complete a nomination form (see appendix) and forward to the human resources department. Nominees are eligible for incentive awards in amount of \$750, \$1500, or \$3,000.

Nominations may be submitted throughout the year and will be reviewed annually by the review committee. The review committee will be comprised of the County Administrator, Human Resources Director, County Board Chair, Committee on Human Resources Chair and Eau Claire County's Realiving Account Manager.



## Eau Claire County Incentive Nomination Form

1. Provide a brief description of why you feel this employee(s) should be a recipient of this incentive program.
2. Please explain how this nomination demonstrates a direct tie to the Eau Claire County Strategic Plan.
3. Please explain how this nomination demonstrates a direct impact on the performance tied to the department's mission.
4. Please explain how this nomination demonstrates a direct impact on performance tied to the department's performance metrics.
5. Please explain how this nominee serves as a positive role model by demonstrating high standards of professional behavior toward others (e.g. teamwork, ethics, leadership).
6. Please explain how this nomination exceeds goals, either financial or nonfinancial (e.g. personal or departmental)
7. Please provide any additional information you think the panel should consider in reviewing this submission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Exemplary Performance Incentive

Committee on Human Resources

July 12, 2018

# Design Team

- Captain Joel Brettingen – Sheriff's Office
- Charity Zich - Airport
- Jennifer Speckien - ADRC
- Brian Spilde - Highway
- Diane Cable – Human Services
- Ashley Proue – Clerk of Courts
- Jamie Gower – Human Resources

# Steps to get here

- Kickoff meeting December 2017
- Seven additional meetings occurred between January 2018 – April 2018.
- Policy/Program presented to County Administrator - April 2018
- Department head meeting rollout
  - (April 2018) pilot group for initial feedback
  - (May 2018) initial rollout
  - (June 2018) follow-up & discussion
- Committee on Human Resources (July 2018)
- County Board (August 2018)
- Implementation 2019

# What is it?

- In conjunction with Eau Claire County's Total Reward Strategy this program provides leaders with an opportunity to recognize staff for performance that is consistently exceptional.
- Eau Claire County may award a one-time incentive to employees who show exemplary performance and meet program criteria.



# Why create the program?

- Aligns to ECC's Total Rewards Strategy
- Differentiates us from other employers and aligns with the county's strategic plan to become an employer of choice.
- Increase employee performance and encourages employees to take risks and produce innovative idea.

# Why create the program?

- May motivate employees by giving employee's a stake in their own compensation
- Helps to enhance awareness to the County's strategic plan
- Acknowledges the employees who step beyond the everyday

# Exemplary Performance Definition

- Performance that is directly tied to the County Strategic Plan, Department mission, or the Performance Management metrics.
- The nominee(s) serves as a positive role model(s) by demonstrating high standards of professional behavior toward others (e.g. teamwork, ethics, leadership.)
- Performance that exceeds goals.

# Eligibility Criteria

- 1) Employed at least six (6) months.
- 2) Have performance evaluations that consistently meet or exceed performance in every category.
- 3) Demonstrate performance that is free from corrective action or performance improvement plan
- 4) Department Heads are not eligible

# Nomination Process

- Upon identifying an employee(s) for nomination the Department Head will complete a nomination form and forward to the human resources department.
- Nominations may be submitted throughout the year and will be reviewed annually by the review committee.
  - Nominees can be an individual or team/group of employees
- A review committee will score and award performance incentives once/year
  - Nominees are eligible for incentive awards in amount of \$750, \$1500, or \$3,000.

# Review Committee Composition

1. County Administrator
2. Human Resources Director
3. County Board Chair
4. Committee on Human Resources Chair
5. Eau Claire County's Realiving Account Manager.

# Committee Discussion/Action

- Amendment to Policy 519 – Salary Plan Administration
- Nomination Form
- Exemplary Performance Incentive Procedure
- Scoring Criteria
- Budget allocation totaling \$25,000 for the 2019 budget

# Discussion/Questions



# Realiving Utilization Review

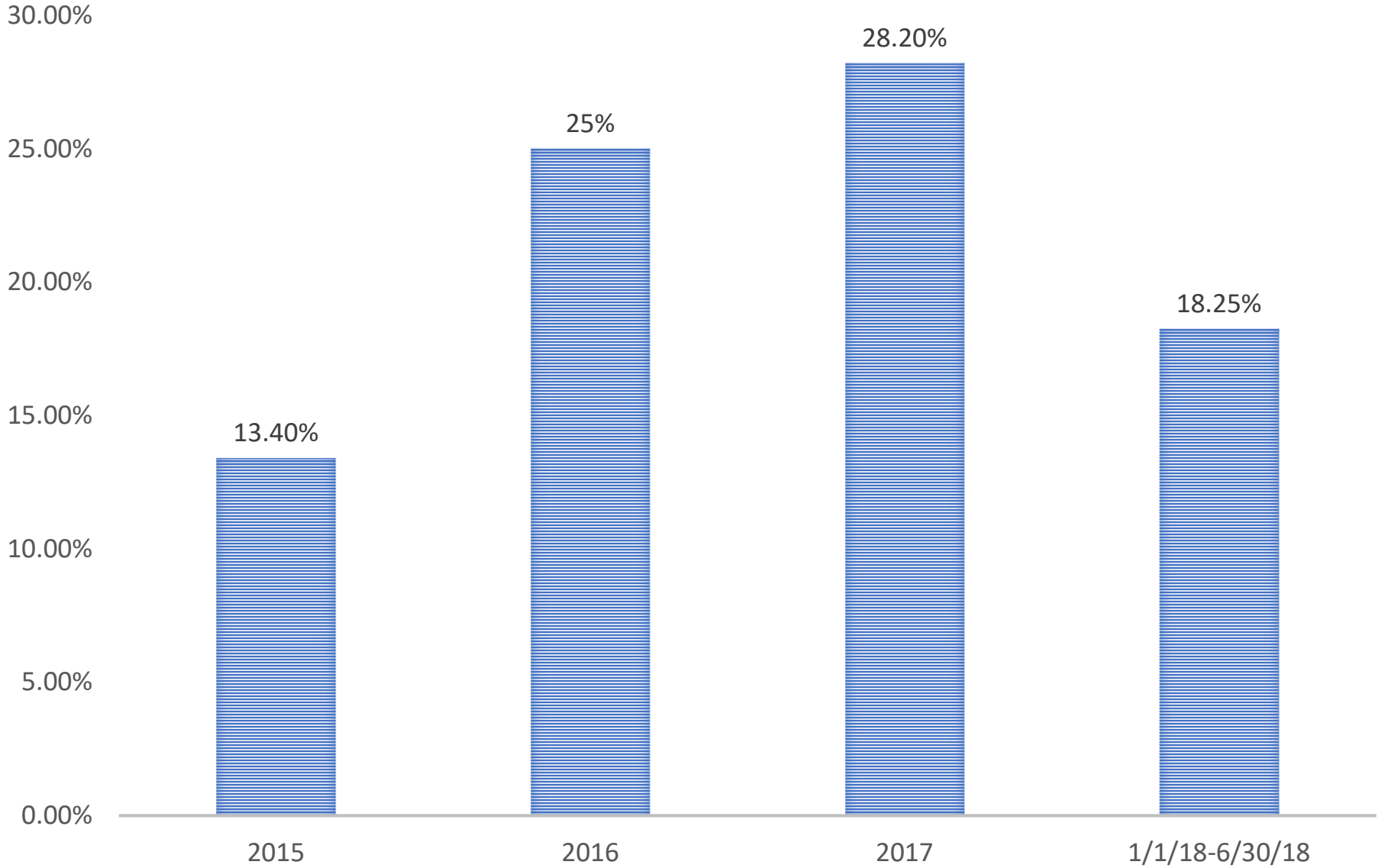
Committee on Human Resources

July 12, 2018

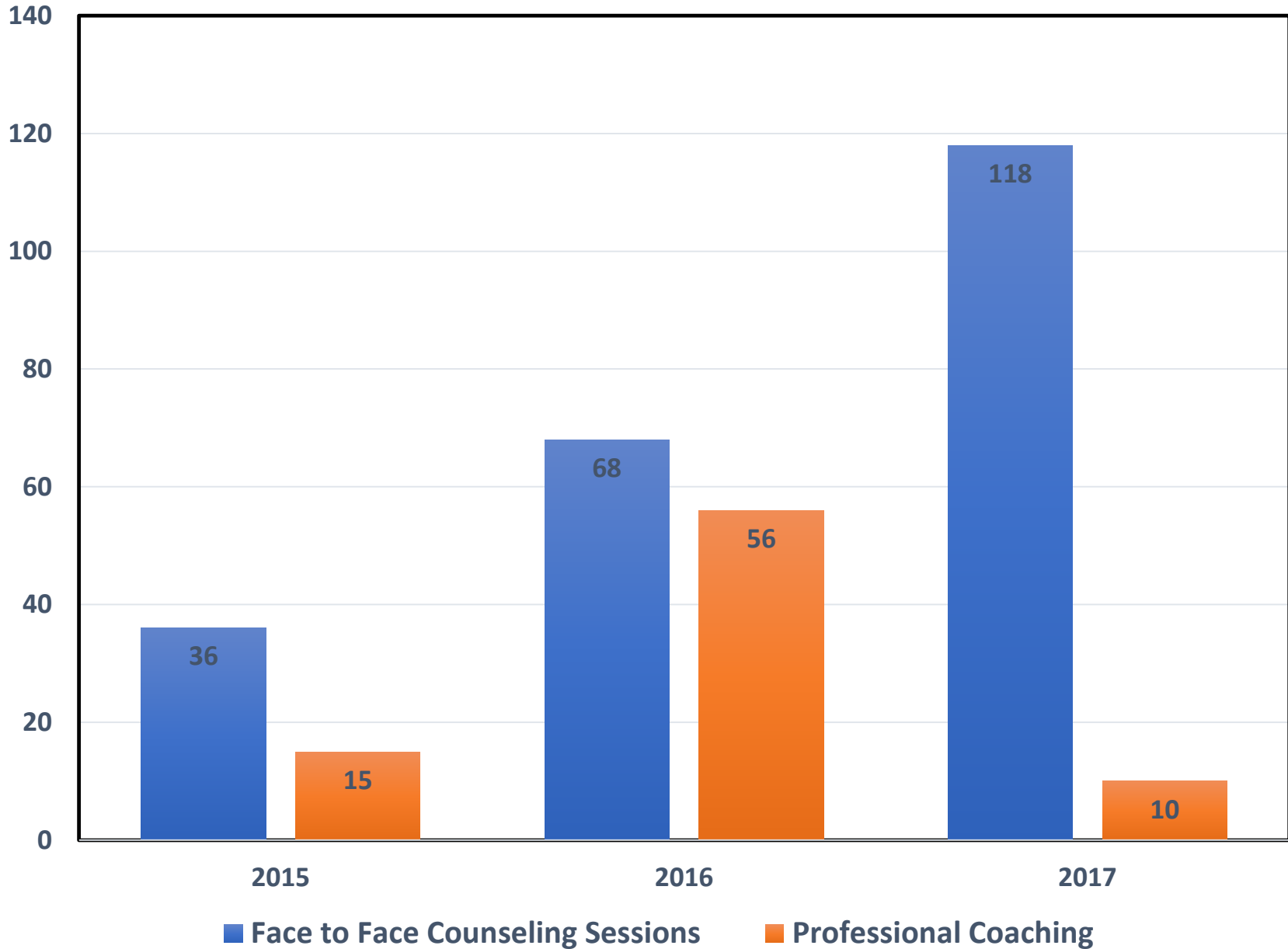
# Realiving Services Include

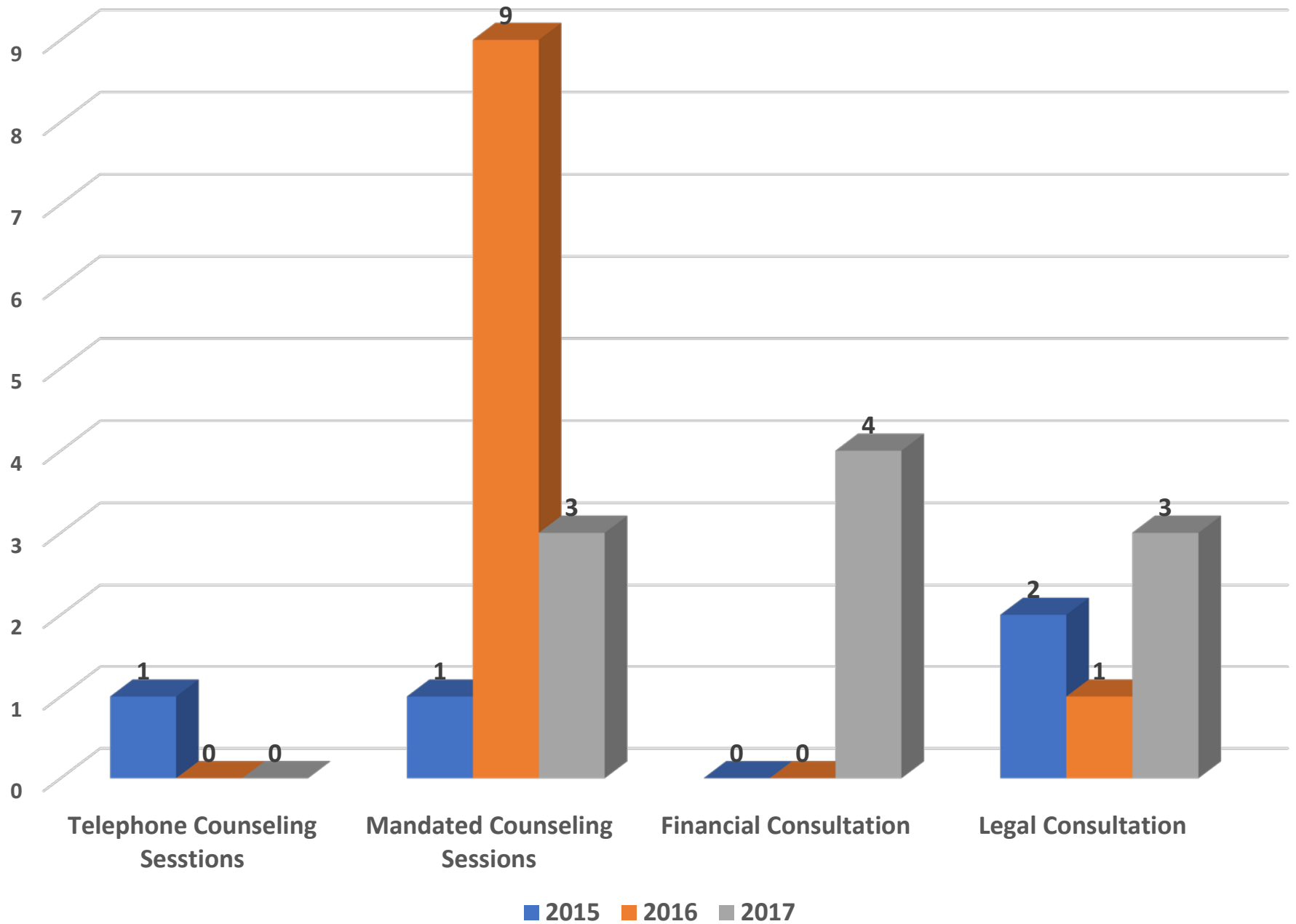
- Professional Coaching
- Face to face counseling
- Telephone counseling
- Financial consultation
- Emergency Services
- Management Consultations
- Legal consultation
- Crisis Response Support Service (organizational & individual)
- Conflict Mediation
- 24/7 Call Center
- Facility Based Training
- Realiving Magazine

# EAU CLAIRE COUNTY REALIVING UTILIZATION

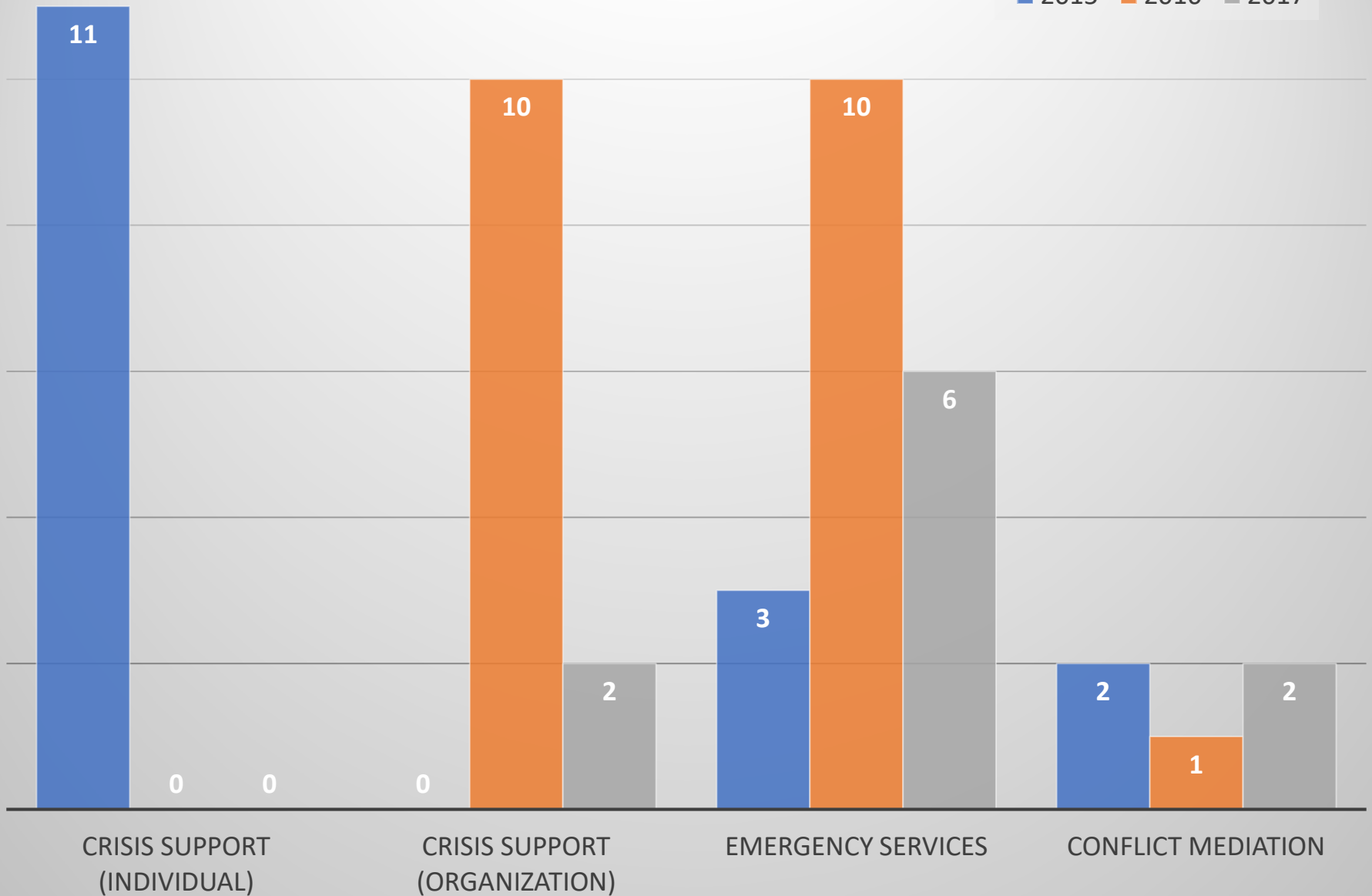


## Direct Utilization Breakout





■ 2015 ■ 2016 ■ 2017



# Discussion/Questions