

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, December 14, 2018 **TIME:** 8:30 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 October 5, 2018 and November 20, 2018 meetings
4. Corporation Counsel: Information/Discussion/Action of Ordinance 18-19/081 to amend the County Code to add New Year's Eve and the Spring Holiday (Friday before Easter) effective January 1, 2019.
5. Human Resources: Information/Discussion/Action to update the following Eau Claire County policies –
 - a. Policy 403 – Holidays and Leaves around Holidays
 - b. Policy 423 – Meals and Breaks
6. Human Resources: Information/Discussion – Human Resources update
7. Human Resources: Information/Discussion – To set the 2019 Committee on Human Resources meetings

Adjourn

COPIES TO:

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

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
Friday, October 5, 2018 **TIME: 8:30 AM**
Eau Claire County Courthouse, Room 1301/1302
721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Mark Beckfield, Connie Russell, Sue Miller, Judy Gatlin, Ken Stelljes
Staff Present: Jamie Gower, Jill Mangus, Amanda Twitchell, Sara Bronstad
Others Present: Jon Johnson

Chair Mark Beckfield called the meeting to order and certified compliance with Open Meetings Law at 8:33 a.m.

No Public Comment

Review and approve minutes of the September 14, 2018 meeting

Motion Judy Gatlin to approve the minutes of the September 14, 2018 meeting as written.
Motion carried 5-0.

Administration: Consideration/Discussion/Recommendation/Action of the 2019 New, Modified, or Abolished Position Requests:

Highway Commissioner Jon Johnson present to propose changing Highway Worker Field positions to Highway Operators for efficiency in operations. This will be included with the 2019 New, Modified, or Abolished Position Requests as part of the budget.

Motion Judy Gatlin to approve as presented. Motion carried 5-0.

Human Resources: Information/Discussion – Temporary Hire Process Overview

Human Resources Director, Jamie Gower presented on the temporary employee process.

Human Resources: Information/Discussion – Human Resources Update

Human Resources Advisor, Sara Bronstad presented an Employee Recognition Update for January to August.
Human Resources Director, Jamie Gower presented the Chippewa Valley Talent analysis.

Chair Mark Beckfield adjourned the meeting at 9:29 a.m.

Respectfully submitted,

Amanda Twitchell, Acting Committee Clerk

Committee on Human Resources
Tuesday, November 20, 2018 **TIME: 6:30 PM**
Eau Claire County Courthouse, Room 1301/1302
721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Mark Beckfield, Connie Russell, Sue Miller, Judy Gatlin, Kevin Stelljes
Members Absent:
Staff Present: Jamie Gower, Norb Kirk
Others Present:

Chair Mark Beckfield called the meeting to order and certified compliance with Open Meetings Law at 6:31 PM.

No Public Comment

Finance: Consideration/Discussion/Action of Resolution 18-19/086 abolish 1.0 FTE Payroll Administrator position and create 1.0 FTE Accountant

Norb Kirk, Finance Director presented position change request. Kirk shared that the position change will provide more robust support to the organization overall.

Judy Gatlin asked for clarification regarding transition of invoice entry. Norb Kirk spoke about transition process where invoices are entered at the finance department.

Motion Judy Gatlin to approve as presented. Motion carried 5-0.
Adjourned- 6:45 p.m.

Respectfully submitted,



Jamie Gower, Acting Committee Clerk

FACT SHEET

TO FILE NO. 18-19/081

On August 21, 2018 the board adopted a resolution amending the Employee Policy Manual to add New Year's Eve and a Spring Holiday celebrated on the Friday before Easter effective January 1, 2019. This ordinance simply updates the definition of legal holidays in the county code to reflect the additional holidays.

Fiscal Impact: None.

Respectfully Submitted,

Keith R. Zehms
Corporation Counsel

FACT SHEET

Human Resources is recommending the following revisions to the Eau Claire County Policy Manual. The policies with the requested changes are included in the agenda packet:

Policy 403 – Holidays and Leaves Around Holidays

The department is requesting approval to amend the holiday policy for employees who meet the definition of regular fulltime. This amendment aligns with the pay and benefit practices for those employees are meeting the definition of full-time employment.

Policy 423 – Meals and Breaks Periods

The department is requesting approval to amend the policy to align with the hours of operation change. The amendment is housekeeping in nature.

The Committee is asked to review and approve these updated policies.

Fiscal Impact: None.

Respectfully Submitted,



Jamie Gower
Human Resources Director

POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

1. **Purpose.** To identify employee holidays and to establish a consistent procedure for scheduling and payment.

2. **Holidays Observed.** The following holidays will be observed.

2.1

New Year's Day	Thanksgiving Day	Spring Holiday (Friday before Easter)
Memorial Day	Day after Thanksgiving	New Year's Eve Day
Independence Day	Christmas Eve Day	
Labor Day	Christmas Day	

3. **Eligibility.**

3.1 Regular full-time employees are eligible to receive compensation for holidays. In order to receive holiday pay, employees must work the day before and the day after each holiday with the exception of normal days off or excused absences. Employees who call in sick immediately before or after a holiday may be required to furnish a physician's certification of illness in order to receive holiday or paid time off pay.

3.2 Employees returning from an unpaid leave of absence will not receive holiday pay until returning to their normal work schedule for one full pay period prior to the holiday.

4. **Compensation.**

4.1 Employees working less than 40 hours/week, but meeting the definition of regular full-time employees, ~~will have their holiday pay prorated to their average hours per day (e.g. an employee working 35 hours/week would receive 7 hours of holiday pay).~~ will receive fulltime holiday pay.

4.2 Employees will receive 8 hours of holiday pay for observed holidays.

4.3 Highway, Parks and Forest, and Airport employee's will receive 10 hours of holiday pay for any holiday falling during the time frame they are normally scheduled to work four (4) 10 hour days per week.

POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

Effective Date: November 6, 2013

Revised Date: September 2014, January 1, 2019

Eau Claire County
Employee Policy Manual

5. Work on Holiday.

5.1 In cases where a full time employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee will receive pay for the holiday and pay at time and one half the hourly rate for all hours worked.

5.1.1 In cases where a part time employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee will receive pay at time and one half the hourly rate for all hours worked.

5.2 Exempt supervisory employees who are required to work on a holiday due to unforeseeable circumstances, or are required to work on a holiday as part of their normal work schedule will receive pay for the holiday and pay at straight time for all hours worked, regardless of the number of hours previously worked in the work week.

5.3 Supervisory Sergeants required to work on a holiday due to unforeseeable circumstances or required to work on a holiday as part of their normal work schedule, the employee will receive pay for the holiday and pay at time and one half the hourly rate for all hours worked.

6. Paid and Unpaid Leaves Around Holidays.

6.1 Unpaid leave time should not be granted unless all accrued paid time off and extended leave bank (if applicable as defined in Policy 425) is exhausted. Holidays falling within any unpaid period of absence, will be without pay. Full or part-time regular employees, who take excused unpaid leave immediately before and/or after a holiday, will not be paid for that holiday.

7. Holidays Falling on a Weekend.

7.1 Whenever any of the observed holidays falls on a Saturday, the preceding Friday will be observed as the holiday, and when falling on a Sunday, the succeeding Monday will be observed as the holiday. When Christmas Eve falls on Friday and Christmas Day on Saturday, the preceding Thursday and Friday will be observed as the holiday. When Christmas Eve falls on Sunday and Christmas Day on Monday, the following Monday and Tuesday will be observed as the holiday.

POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

Effective Date: November 6, 2013

Revised Date: September 2014, January 1, 2019

Eau Claire County
Employee Policy Manual

POLICY 423 MEALS AND BREAK PERIODS

1. **Purpose.** To provide employees with regular meal and break periods throughout the normal workday. Department Heads and exempt supervisory staff are exempt from this policy and will take meal breaks as they fit within their schedule.
2. Meal Periods.
 - 2.1 Absent Department Head (or designee) approval, meal periods are required and must be scheduled within the designated meal period.
 - 2.2 The designated meal period for all business offices should normally occur during the period of 11 a.m. to 2 p.m.
 - 2.3 The duration of meal periods are determined at the time the employee's work schedule is set. A meal period is not considered part of paid work time and is not included in reporting the number of hours worked.
 - 2.4 Employees must cooperatively arrange meals periods so that service is not disrupted.
 - 2.5 Employees scheduled to work six hours or less are exempt from the required meal periods.
 - 2.6 Employees may work through a meal period to make up lost work time or in order to leave work early with supervisor approval.
 - 2.7 ~~Meal periods are normally one hour, but exceptions may occur in departments required to provide shift coverage or where one-half hour lunch periods are available.~~—Meal periods must not be less than one-half hour in length.
 - 2.8 Meal periods will not be included in hours worked, except when the job requires that the employee remain on duty or is attending an off-site training that is at least six (6) hours in duration as outlined in Policy 511 Training and Development.
3. Break Period.
 - 3.1 Employees may leave their workstation for a break period of no more than fifteen (15) minutes duration during each half of an eight-hour work shift, except when the job requires that the employee remain on duty.

POLICY 423 LEAVES – MEALS AND BREAK PERIODS

Effective Date: January 1, 2012

Revised Date: July 2012, July 2016, December 2018

Eau Claire County
Employee Policy Manual

3.2 Employees who miss a break period may not take an extended meal period, arrive at work later than the normal starting time, or leave work before the normal quitting time.

3.3 Unused break periods cannot be accumulated for use at a later date.

4. Scheduling Meal and Break Periods.

4.1 Department Heads or their designees are responsible for scheduling meal and break periods to ensure that adequate staff coverage is provided.

POLICY 423 LEAVES – MEALS AND BREAK PERIODS

Effective Date: January 1, 2012

Revised Date: July 2012, July 2016, December 2018

Eau Claire County
Employee Policy Manual

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POLICY 423 LEAVES – MEALS AND BREAK PERIODS
Effective Date: January 1, 2012
Revised Date: July 2012, July 2016, December 2018

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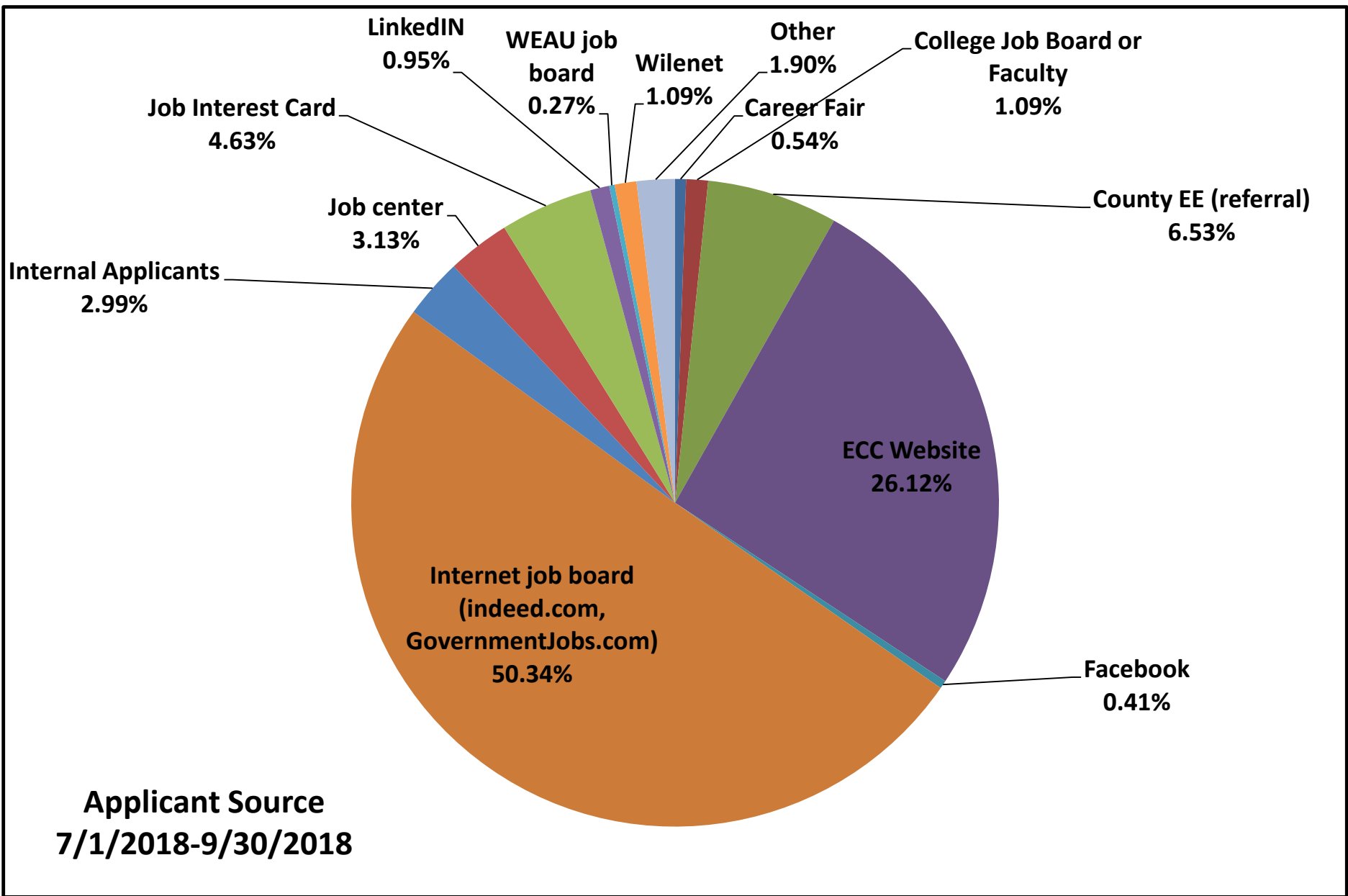
Eau Claire County
Employee Policy Manual

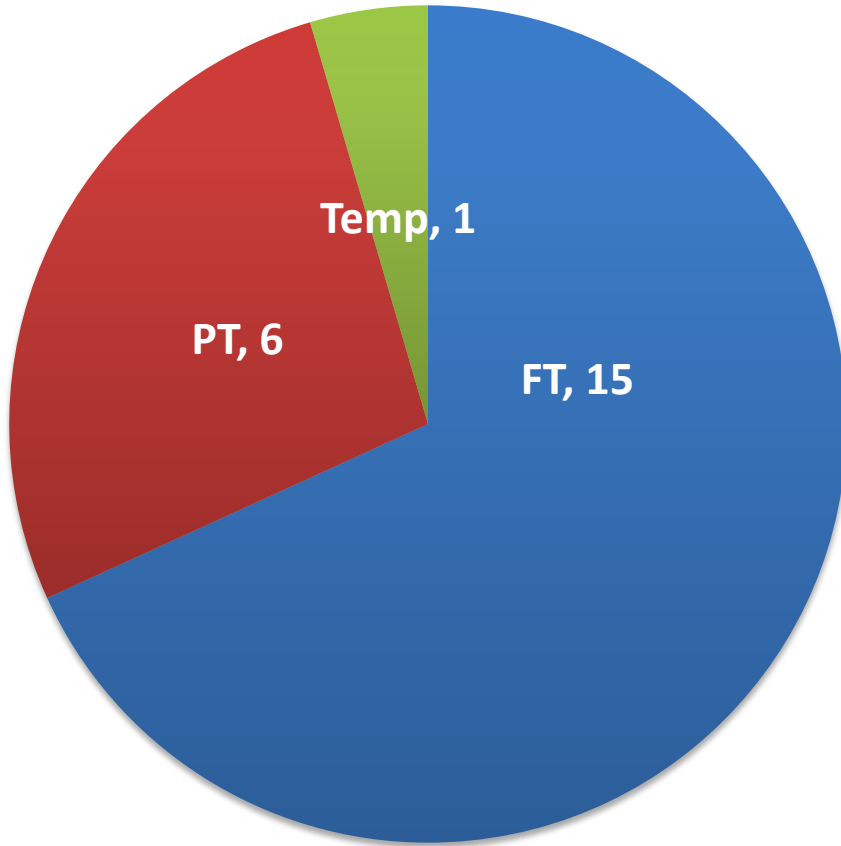
HR Metrics

Q3 2018

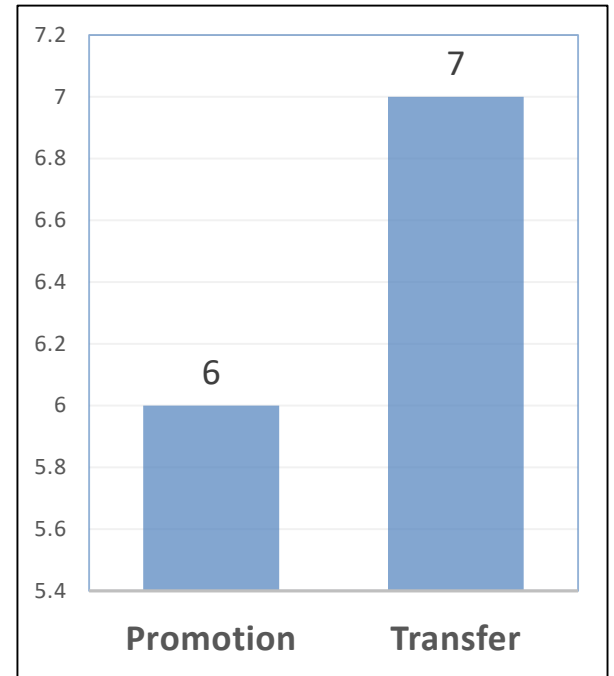
Committee on Human Resources

December 14, 2018

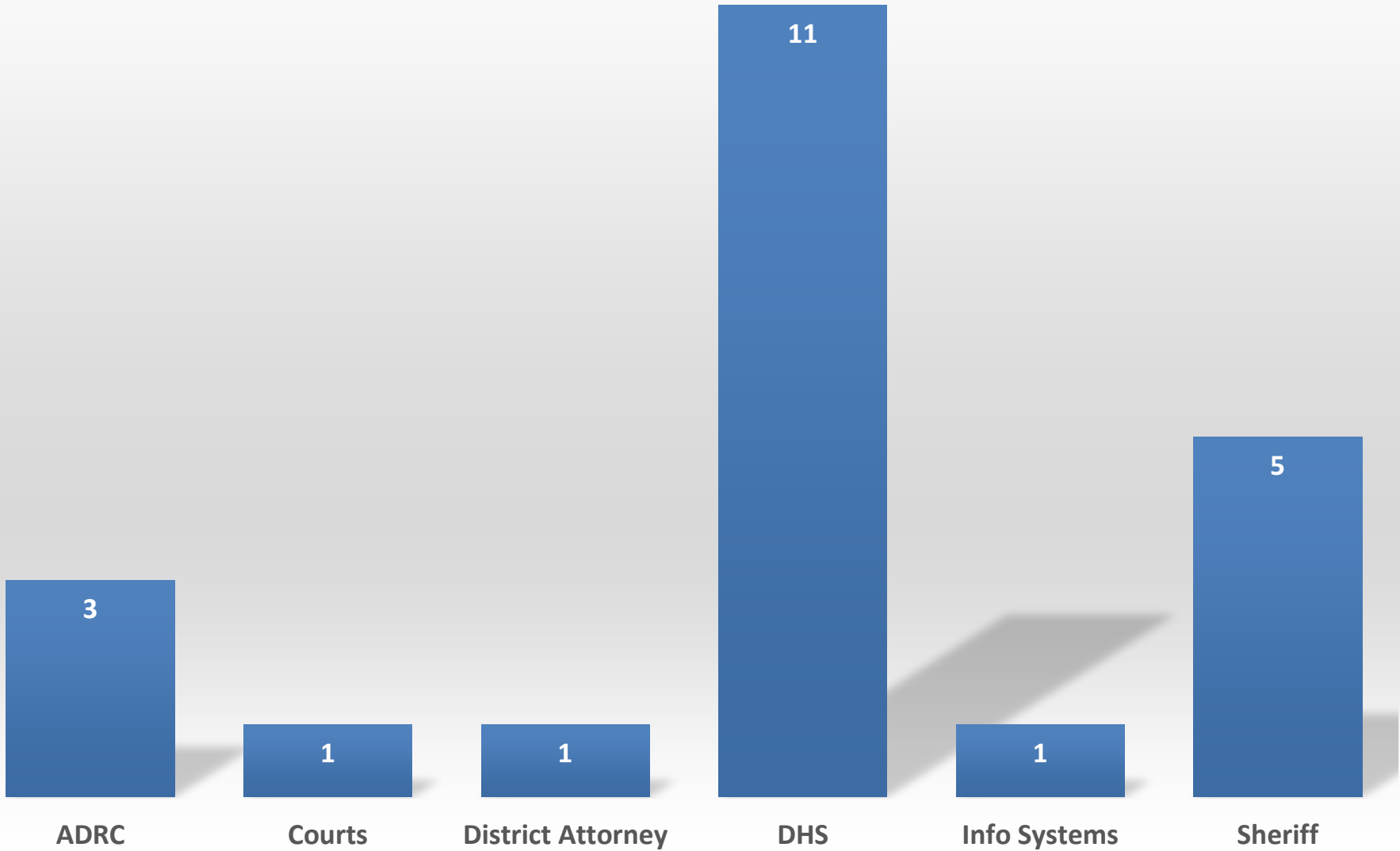




Total Applicants approximately 854
7/1/18-9/30/18
total jobs= 22

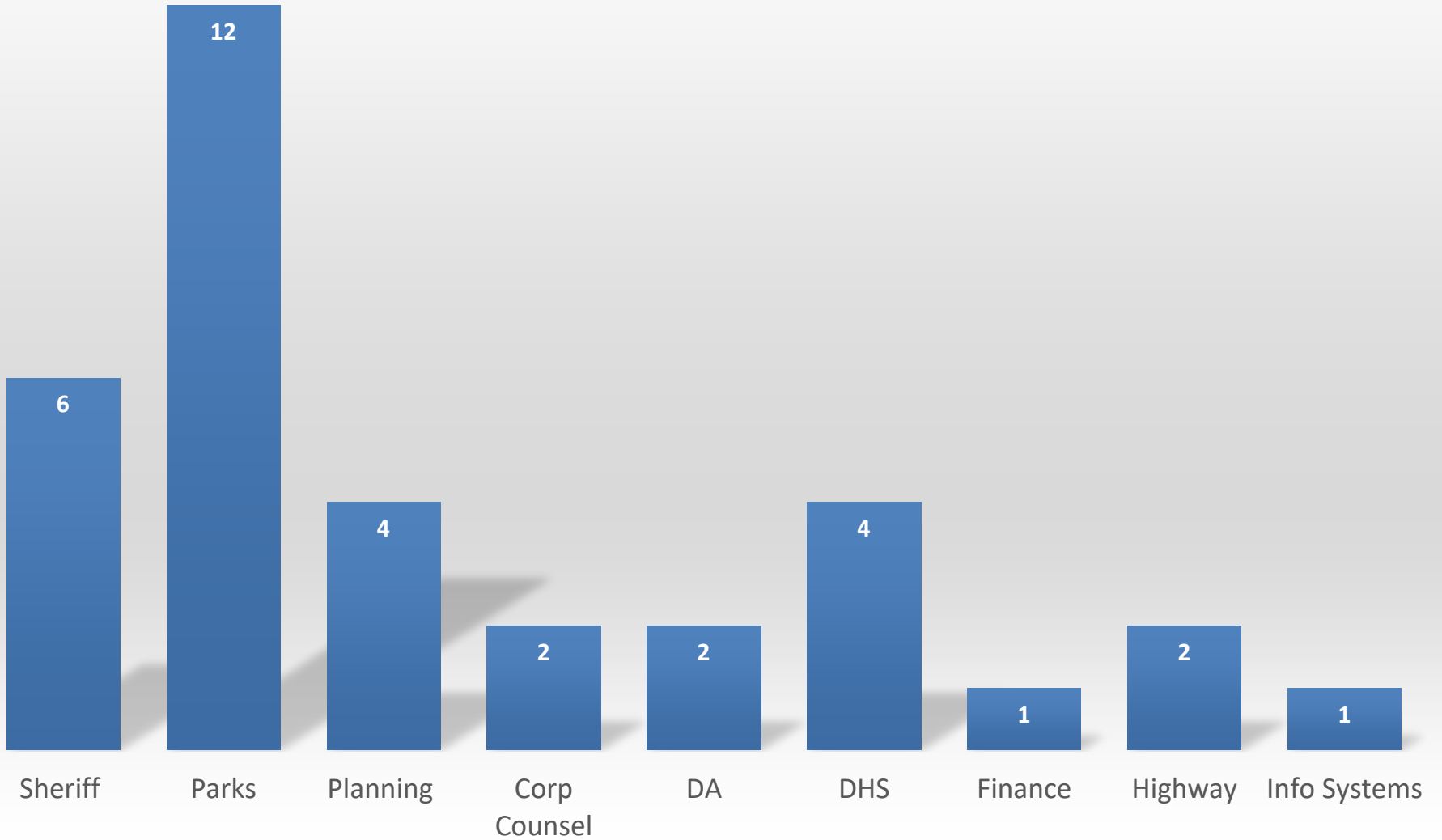


Open Position by department Q3 2018

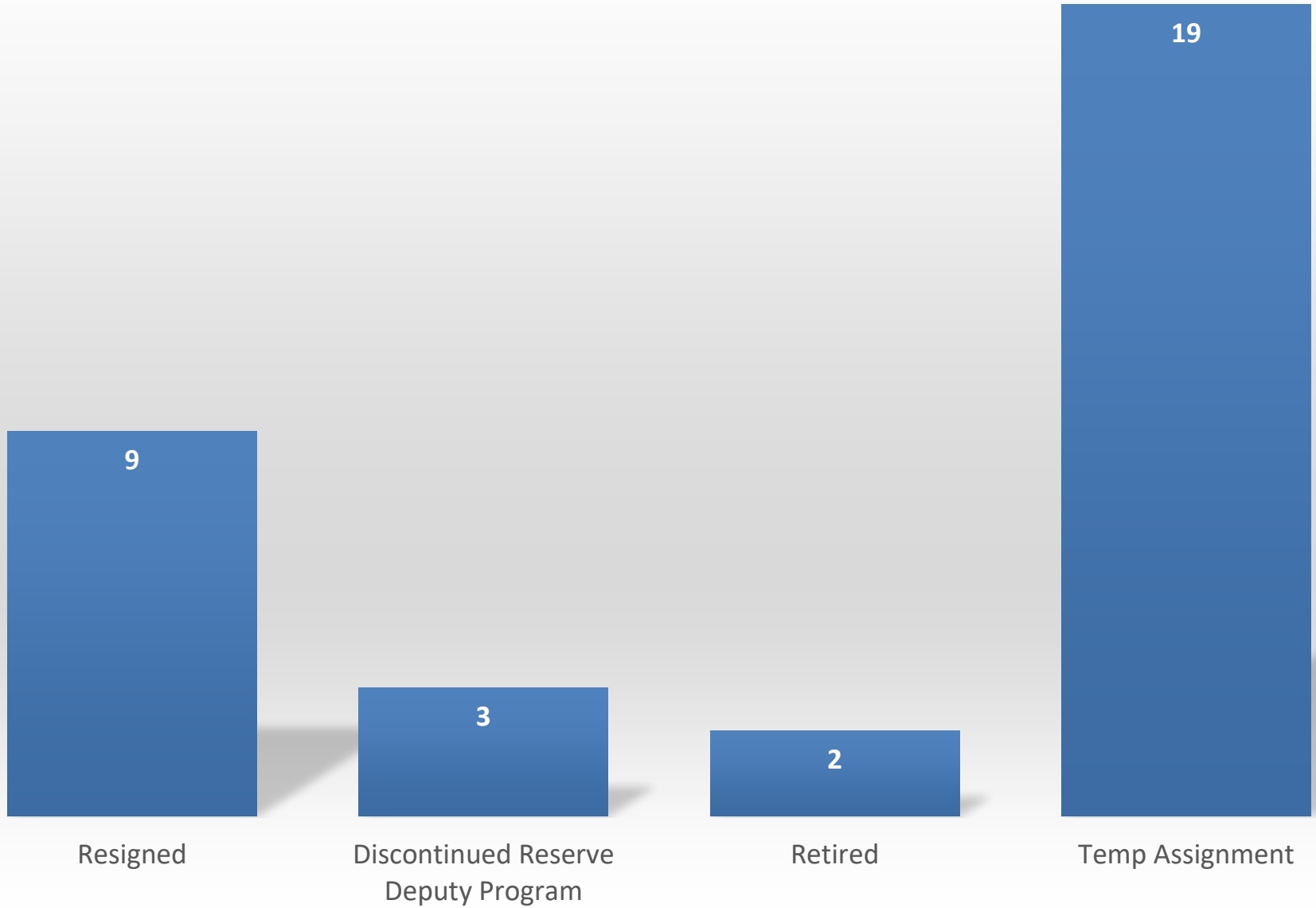


Separation by department

Q3 2018

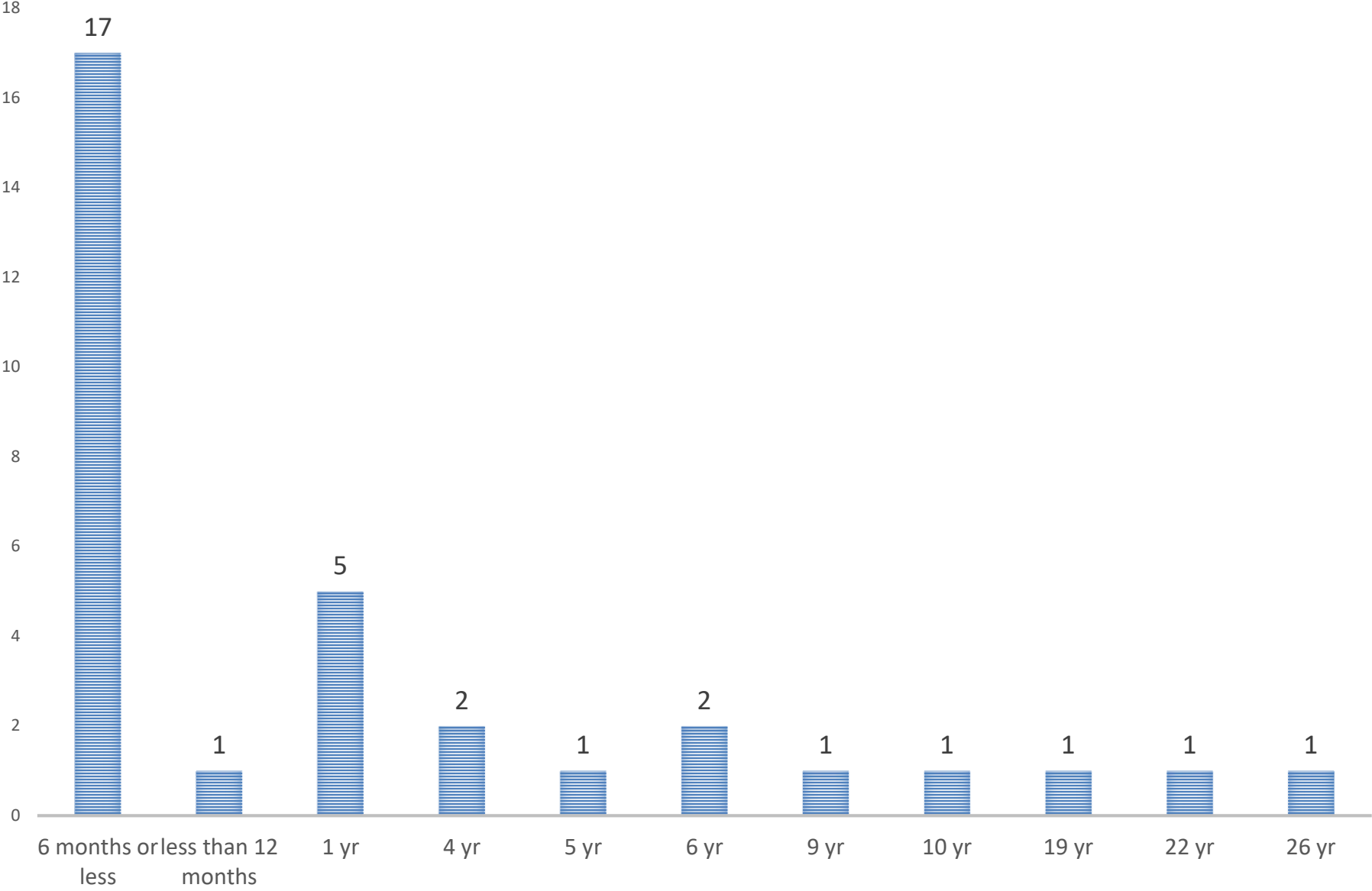


Reason for Separation Q3 2018



SEPARATION BY LENGTH OF SERVICE

4TH QTR 2018



Discussion/Questions