

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, March 8, 2019 **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 February 14, 2019 meeting
4. Human Resources: Information/Discussion/Action to update the following Eau Claire County policies –
 - a. Consolidation of Policies:
 - i. 501 Total Base Wages
 - ii. 519 – Salary Plan Administration
 - iii. 525 Shift Differential
 - b. Policy 403 – Holidays and Leaves Around Holidays
5. Human Resources: Information/Discussion – Health Insurance Update
6. Human Resources: Information/Discussion – 2019 Human Resources Initiatives
7. Human Resources: Information/Discussion – Monthly Financial Report

Adjourn

Next meeting:

April 18, 2019 8:30 am, Room 1273

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
Thursday, February 14, 2019 **TIME: 8:30 AM**
Eau Claire County Courthouse, Room 1273
721 Oxford Avenue, Eau Claire, WI

MINUTES

Members Present: Sue Miller, Connie Russell, Judy Gatlin
Member Absent: Mark Beckfield, Kevin Stelljes
Staff Present: Kathryn Schauf, Jamie Gower, Jill Mangus, Diane Cable, Xiongmei Lor,
Norb Kirk, Dave Hayden

Judy Gatlin called the meeting to order and certified compliance with Open Meetings Law at 8:30 a.m.

No Public Comment

Review and approve minutes of the December 14, 2018 meeting

Motion Sue Miller to approve the minutes of the December 14, 2018 meeting. Updated correct spelling to C. Russell's last name.

Motion carried 3-0.

Information Systems: Information/Discussion/Action of Resolution 18-19/106 to abolish one .50 FTE Administrative Specialist II position and create one .50 FTE Administrative Associate III position

Motion Judy Gatlin to approve the position reclassification. Motion carried 3-0.

Finance: Information/Discussion/Action of Resolution 18-19/108 to abolish one 1.0 FTE Payroll Assistant position and to create one 1.0 FTE Payroll Specialist position

Motion Connie Russell to approve the title change as presented. Motion approved 3-0.

Department of Human Services: Information/Discussion: 2019

The Human Services Director provided a 2019 Departmental summary.

Human Resources: Information/Discussion: Human Resources update

The Human Resources Director provided a summary on the budget, quarterly/annual HR metrics, policy change process, employee referrals, Onboarding, and the Work with Purpose employment branding campaign.

Risk Management: Information/Discussion/Action: Update Policy 523 – Safety Equipment

Motion Judy Gatlin to approve the policy changes as presented. Motion carried 3-0.

Next meetings:

March 8, 2019 - 8:30 a.m., room 1273

April 18, 2019 – 8:30 a.m., room 1273

Adjourn

Judy Gatlin adjourned the meeting at 9:48 a.m.

Respectfully submitted,
Jill Mangus, Acting Committee Clerk

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 Consolidation: Policy 519 Salary Plan Administration, Policy 501 – Total Base Wages, Policy 525 Shift Differential

The department is requesting to consolidate policies 501 and 525 into policy 519 - Salary Plan Administration. This amendment is housekeeping in nature.

Policy 403 – Holiday and Leaves Around Holidays

The department is requesting approval to amend the policy to align with current practice. 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 501 TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION

1. **Purpose.** To review and provide total base wages in accordance with State law which authorizes collective bargaining for total base wages *only*; to allow for consideration of other forms of compensation outside of collective bargaining.
2. Procedure.
 - 2.1 Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.
 - 2.2 Employers may bargain with units comprised exclusively of public safety employees, as defined by law, on any term or condition of employment, including any form of compensation, except WRS employee required contributions and all costs and payments associated with and the design and selection of health care coverage plans except for the employee premium contribution-
3. Appendices.
 - 3.1 Salary Index (Appendix 501 A)

POLICY 501 TOTAL BASE WAGES AND OTHER FORMS OF COMPENSATION

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

POLICY 501 TOTAL BASE WAGES AND OTHER FORMS OF COMPENSATION

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

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

Eau Claire County

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016; 05/15/2018; ~~032/2019~~ Employee Policy Manual

3. Parks and Forest.

3.1 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.

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

4. Highway.

4.1 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. Airport.

5.1 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. Facilities.

6.1 Employees in the facilities department scheduled to work an eight (8) hour shift lasting after 7 p.m. or beginning before 6 a.m. will receive an additional twenty-five (\$.25) per hour after 7 p.m. and before 6 a.m.

5.1

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6.7. Subpoena Pay.

6.7.1 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.

6.7.2 Subpoena fees will be retained by the County.

7.8. Appointment of Child Support Management and Legal Support Duties

POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Eau Claire County

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016; 05/15/2018; 032/2019 Employee Policy Manual

~~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 \$2.00 per hour when training new employees only. The FTO will not receive this \$2.00 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.~~ Total Base Wages and Other forms of Compensation.

~~11.1~~ Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.

~~9.1~~ 11.2 Employers may bargain with units comprised exclusively of public safety employees, as defined by law, on any term or condition of employment, including any form of compensation, except WRS employee required contributions and all costs and payments associated with and the design and selection of health care coverage plans except for the employee premium contribution.

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POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Eau Claire County

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016; 05/15/2018; ~~032/2019~~ Employee Policy Manual

POLICY 525 SHIFT DIFFERENTIAL – FACILITIES DEPARTMENT

1. **Purpose.** To provide an incentive to facilities employees working eight-hour shifts after 7 p.m. and prior to 6 a.m.
2. Policy.
 - 2.1 Employees in the facilities department scheduled to work an eight (8) hour shift lasting after 7 p.m. or beginning before 6 a.m. will receive an additional twenty-five (\$.25) per hour after 7 p.m. and before 6 a.m.

POLICY 525 SHIFT DIFFERENTIAL – FACILITIES DEPARTMENT

Effective Date: January 1, 2012

Revised Date: January 27, 2016

Eau Claire County
Employee Policy Manual

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 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 employees 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 non-exempt 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 non-exempt 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

County of Eau Claire

For 01/01/19 - 02/28/19

Variable Column Report

FJEXS01S

Periods 01 - 02

Budget to Actuals: Revenue/Expense

Month End Summary

PY Periods 01 - 02

	<u>Original Budget</u>	<u>Adjusted Budget</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Encumbered</u>	<u>Available</u>
07 HUMAN RESOURCES						
100 GENERAL FUND						
0 REVENUE	710,045.00	710,045.00	.00	.00	.00	710,045.00
07 HUMAN RESOURCES	710,045.00	710,045.00	.00	.00	.00	710,045.00
07 HUMAN RESOURCES						
100 GENERAL FUND						
1 SALARIES AND BENEFITS	587,606.00	587,606.00	.00	51,087.28	.00	536,518.72
2 CONTRACTUAL SERVICES	75,051.00	75,051.00	.00	10,721.31	22,500.00	41,829.69
3 SUPPLIES AND EXPENSES	40,389.00	40,389.00	.00	7,023.69	.00	33,365.31
7 GRANTS, CONTRIBUTIONS, OTHER	7,000.00	7,000.00	.00	62.38	.00	6,937.62
07 HUMAN RESOURCES	710,046.00	710,046.00	.00	68,894.66	22,500.00	618,651.34

Variable Column Report

Column Heading Descriptions:

<u>Column Heading</u>	<u>Description</u>
YTD Adj Bud	Current Year Adjusted budget Year To Date
YTD Aval Bal	Current Year Available Balance Year To Date Based on ((Budget YTD + Adjust YTD) - Actual YTD - Encumberance YTD)
YTD Encumbrance	Current Year Encumbrance Year To Date
Cur YR Exp	Current year expenditures if account is not an expenditure account the value will be zero
Orig Budget	Current Year Original Budget Beginning Balance
Cur YR Rev	Current year revenue if account is not a revenue account the value will be zero