

AGENDA

Eau Claire County

Committee on Human Resources

Date: Friday, June 12, 2020

Time: 8:30 a.m.

Location: Remote Meeting via Webex Events

Dial In: 1-415-655-0001

Access Code: 923 166 903

**please remain muted when not speaking*

For those wishing to make public comment, you must e-mail Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. April 8, 2020
 - b. May 1, 2020 (Joint Committee Meeting)
5. Health Insurance – **Discussion**
6. File No. 20-21/031: Resolution - FTE increase for one Administrative Associate III (5 hours/week) for Information Systems/ADRC – **Discussion/Action**
7. File No. 20-21/005: Resolution – Replace one 1.0 FTE Fiscal Associate (Grade E) with one 1.0 FTE Fiscal Associate III (Grade G) position – **Discussion/Action**
8. Policy 101 – Recruitment and Selection Updates – **Discussion/Action**
9. Policy 705 – Harassment and Discrimination Updates – **Discussion/Action**
10. Updated Quarterly Reports - **Information**

Prepared by: Samantha Kraegenbrink

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-6745 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

11. Equity, Diversity, & Inclusion – **Discussion**
12. WPPA Contract Negotiations – **Information/Discussion**
13. DHS Organizational Chart – **Discussion**
14. DHS Open Positions List – **Discussion**
15. Adjourn

Prepared by: Samantha Kraegenbrink

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Eau Claire County
Committee on Human Resources

Date: Wednesday, August 8, 2020

Time: 6:30 P.M.

Location: Remote Meeting via Webex Events

MINUTES

Members Present: Mark Beckfield, Connie Russell, Judy Gatlin, Katherine Schneider
(Kevin Stelljes present but, due to technical issues, was unable to speak)
Staff Present: Kathryn Schauf, Tim Sullivan, Jessica Rubin, Amy Sires, Sara Bronstad, Amy
Westom, Craig Holbrook
Public Present: Yes

Chair Mark Beckfield called the meeting to order and certified compliance with Open Meetings Law at 6:32 p.m.

Review and approve minutes of the March 13, 2020 meeting

Motion by Judy Gatlin to approve the minutes of the March 13, 2020 meeting with no changes
Motion carried 4-0.

Public Comment

Amy Westom spoke about Eau Claire County's PTO policy.

Administration: Information/Discussion/Action of Resolution 19-20/110 to designate employees of Eau Claire County as "Essential" and "Emergency Responders" in response to the federal Families First Coronavirus Response Act and Governor Evers' Safer at Home Order.

Motion by Katherine Schneider to approve resolution 19-20/110 as requested. Motion carried 4-0.

Future Meeting Change

April 10, 2020 meeting cancelled. No date set for next meeting.

Adjourn

Chair Mark Beckfield adjourned the meeting at 6:58p.m.

Respectfully submitted,

Sara Bronstad, Acting Committee Clerk

Eau Claire County
Joint Committee Meeting
Committee on Human Resources and Committee on Administration

Date: Friday May 1, 2020

Time: 8:30 A.M.

Location: Remote Meeting via WebEx Events

MINUTES

Committee on HR Members Present: Mark Beckfield, Judy Gatlin, Kevin Stelljes, Stella Pagonis, Katherine Schneider

Committee on Administration Members Present: Nick Smiar, Colleen Bates, Gerry Willkie, Mark Beckfield, Ray Henning

Staff Present: Yes

Public Present: Yes

Chair Mark Beckfield called the meeting to order and certified compliance with Open Meetings Law at 8:30 a.m.

Public Comment

No public comment.

Appointment of Chair and Vice Chair of the Committee on Human Resources

Mark Beckfield made the motion to appoint the Chair and Vice Chair of the Committee. Stella Pagonis nominated Mark Beckfield as Chair and Judy Gatlin as Vice Chair. Katherine Schneider seconded the nomination. Supervisors Beckfield and Gatlin accepted the nominations and the appointments were passed unanimously.

Information/Discussion/Action of Resolution 20-21/017 to implement an ad hoc committee to work as a Crisis Response Task force in light of ongoing developments in a Bridge Plan.

Motion by Colleen Bates Second by Judy Gatlin. Kathryn Schauf and Norb Kirk spoke to the resolution and steps already in place. Vote way taken by roll call:

Committee on Human Resources: Schneider, aye; Pagonis, aye; Stelljes, aye; Gatlin, aye; Beckfield, aye.

Committee on Administration: Wilke, aye; Beckfield, aye; Bates, aye; Henning, aye. Smiar did not vote.
Motion carried.

Adjourn Committee on Human Resources

Chair Mark Beckfield adjourned the Committee on Human Resources meeting at 9:11a.m.

Information/Discussion/Action of Resolution 20-21/016 to request resolutions be considered at the 2020 WCA Annual Business Meeting. Colleen Bates speaks to the resolution. Resolution passes with a unanimous roll call vote.

Motion to proclaim July 26th as Americans with Disabilities Act Awareness Day in Eau Claire County.
Motion is made by Mark Beckfield, Jerry Wilke seconds. Unanimous decision to pass motion with no roll call vote.

Information/Discussion/Action Henning makes a motion to appoint individuals as listed in the agenda, Wilke seconds. Unanimous roll call vote passes appointments.

Adjourn Committee on Administration

Chair Nick Smiar adjourned the meeting at 9:19a.m.

Respectfully submitted,

Sara Bronstad, Acting Clerk of the Committee on Human Resources

FACT SHEET

TO FILE NO.

ADRC-IS Joint Request

We are bringing forward a recommendation to increase an Administrative Associate III position within the IS department, five hours per week, to assist the ADRC with newsletter production and website administration. The FTE will be increased from .50 to .625 within the Information Systems Department. The additional .125 FTE will be paid by the ADRC.

Background and Facts

To balance the ADRC's 2020 budget, we reduced an Outreach Coordinator position from 1.0 FTE to .50 FTE. We redistributed many of the Outreach Coordinator duties within the ADRC, except for website administration and newsletter formatting and production. In collaboration with the IS Department, we were able to get assistance from their part time (20 hours/wk) Administrative Associate III position. The duties the ADRC needs assistance with match closely with the skill set required of the Admin Associate position and the cross-department collaboration has proven to optimize staffing and service delivery. If approved, our intent would be to eliminate the remaining .50 FTE Outreach Coordinator position.

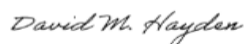
Fiscal Impact

ADRC will be funding the additional five hours per week with ADRC grant funds, Medical Assistance match and tax levy. The difference in pay/benefits of an Outreach Coordinator at 20 hours per week vs Admin Associate III at five hours per week is \$19,137 less, an overall reduction of \$10,334 in tax levy.

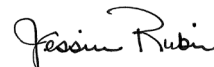
Respectfully submitted,



Linda Struck
ADRC Director



Dave Hayden
IS Director



Jessica Rubin
Human Resources Director

4 - AUTHORIZING TO INCREASE ONE ADMINISTRATIVE ASSOCIATE III (0.50) TO
5 ADMINISTRATIVE ASSOCIATE III (0.625) AND ABOLISH (0.50 FTE) OUTREACH
6 COORDINATOR -

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

9
10 WHEREAS, at its regularly scheduled meeting on June 9, 2020, the committee on administration
11 approved a request from the Information Systems Department to increase the full time equivalency (FTE)
12 of one .50 FTE Administrative Associate III position by 5 hours per week, or .125 FTE, to .625 FTE; and

13
14 WHEREAS, at its regularly scheduled meeting on July 13, 2020, the ADRC Board approved a request
15 from the Information Systems Department and ADRC to allocate the 5 hours per week, or .125 FTE, to the
16 Aging and Disability Resource Center’s budget; and

17
18 WHEREAS, at its regularly scheduled meeting on July 13, 2020, the ADRC Board approved to abolish
19 0.5 FTE Outreach Coordinator; and

20
21 WHEREAS, the change of this position will have no changes to overall budget, though will save the
22 ADRC \$10,334.

23
24 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
25 approves to increase the FTE of one Administrative Associate III in the Information Systems Department
26 from .50 FTE to .625 FTE and abolish the Outreach Coordinator (.50 FTE).

27
28 ADOPTED:

29 

30 _____
31 Committee on Administration, Chair
32 by vote of 5 for and 0 against on June 9, 2020

33 _____
34 ADRC Board, Chair
35 by vote of ____ for and ____ against

36
37 _____
38 Committee on Human Resources, Chair
39 by vote of ____ for and ____ against

40
41
42
43
44
45
46 Dated this ____ day of ____,2020.

47
48
49 /SB

**FACT SHEET
TO FILE NO. 20-21/005**

Background

The Finance department has experienced transition and personnel changes over the past year. As a result, the Finance Director is recommending a change be made to the classification of a position pending the upcoming recruitment of a vacant position to align the job description with the duties currently required of the position. With the transitioning of invoice entry to departments, and the internal preparation of financial statements, the Finance department has moved from transactional data entry to analysis and financial support, which includes account reconciliations, complex expense allocations, and auditing of department payables. The movement to provide more analytical support in addition to greater fund analysis precipitates the need to require the change in classification for this position in recognition of the responsibilities currently being performed.

Finance Request

Finance is requesting the following position modifications:

- 1) Abolish 1.0 FTE Fiscal Associate II – Grade E, current budget at Step 8
- 2) Create a 1.0 FTE Fiscal Associate III – Grade G, Step 3

Fiscal Impact: The 2020 fiscal impact based on a tentative start date of June 1 will be \$545, as detailed below.

2020 Fiscal Impact	Abolish - 06.01.20	Create 06.01.20	
Position Title	Fiscal Associate II	Fiscal Associate III	DIFFERENCE
Pay Grade	E	G	
Pay Step	8	3	
Salary for FY 2020 (Hours/year * pay rate)	\$ 23,267	\$ 23,744	\$ 477
FICA (7.65%)	1,780	1,816	\$ 36
WRS Employer (6.55%)	1,524	1,555	\$ 31
*TOTAL COST/LEVY IMPACT	\$ (26,571)	\$ 27,116	\$ 545

The 2021 fiscal impact would be \$1,209, as detailed below.

2021 Fiscal Impact	Abolish	Create	
Position Title	Fiscal Associate II	Fiscal Associate III	DIFFERENCE
Pay Grade	E	G	
Pay Step	9	4	
Salary for FY 2021 (Hours/year * pay rate)	\$ 40,783	\$ 41,842	\$ 1,058
FICA (7.65%)	3,120	3,201	\$ 81
WRS Employer (6.55%)	2,671	2,741	\$ 69
*TOTAL COST/LEVY IMPACT	\$ (46,574)	\$ 47,783	\$ 1,209

Respectfully Submitted,

Norbert Kirk
Finance Director

Jessica Rubin
Human Resources Director

1 Enrolled No.

2 RESOLUTION

3 File No. 20-21/005

4 - REPLACE ONE 1.0 FTE FISCAL ASSOCIATE II (GRADE E) WITH ONE 1.0 FTE FISCAL
5 ASSOCIATE III (GRADE G) POSITION –
6

7 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
8 positions or changes therein be submitted to the board for authorization; and
9

10 WHEREAS, the transitioning of invoice entry to departments and the internal preparation of
11 financial statements has led the Finance department from transactional data entry to analysis and
12 financial support for the entirety of the County; and
13

14 WHEREAS, at their regularly scheduled meetings, the Committees on Finance and Budget
15 and Human Resources respectively approved a request from the Finance Department to replace one
16 1.0 FTE Fiscal Associate II (Grade E) position with one 1.0 FTE Fiscal Associate III (Grade G)
17 position; and
18

19 WHEREAS, the total 2020 fiscal impact is \$545 and the 2021 fiscal impact is \$1,209. Both
20 of these increases will be funded by salary changes as a result of position changes; and
21

22 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board hereby approves
23 to replace one (1.0 FTE) Fiscal Associate II (Grade E) position with one (1.0 FTE) Fiscal Associate
24 III (Grade G) position.
25

26
27 I hereby certify that the foregoing correctly represents
28 the action taken by the undersigned Committee on
29 May 11, 2020 by a vote of 4 for, 1 against.
30

31
32 _____
33 Chairperson Stella Pagonis
34 Committee on Finance & Budget
35

36
37 I hereby certify that the foregoing correctly represents
38 the action taken by the undersigned Committee on
39 _____ by a vote of _____ for, _____ against.
40

41
42 _____
43 Chairperson
44 Committee on Human Resources
45

POLICY 101 RECRUITMENT & SELECTION

1. **Purpose.** To provide a recruitment and selection process for all regular and temporary positions. The County observes all equal employment opportunity laws and regulations ~~and the Eau Claire County Affirmative Action Plan~~ in all of its recruitment and selection efforts. The selection process will include an evaluation of the applicant's relative abilities, skills, knowledge, and experience. Human Resources will accept an employment application from any individual regardless of race, religion, color, national origin or ancestry, age, sex, disability or other protected characteristics. If a disability prohibits a potential applicant from applying via the standard, online application process, reasonable accommodations will be made.

2. Vacancies.

2.1 When the County determines that a vacancy or new position will be filled, the County will normally notice the vacancy or new position electronically to current employees. In departments where employees do not have ready access to e-mail, such as Highway, a paper notice of vacancy or new position will be provided. ~~Job openings will normally be noticed for a minimum of five (5) working days. The notice may include such information as required qualifications, the date the position is to be filled, rate of pay, benefits, and the current job description for the position.~~

2.2 The County retains the right to determine whether and when to recruit outside applicants.

~~2.1~~ Job openings will normally be noticed for a minimum of five (5) working days.

2.3

3. Interview.

3.1 In most cases, employees who meet the minimum qualifications for the position and who provide the required information will ~~normally~~ be given the opportunity to interview for the opening. ~~Employees who interview for a position will be notified of selection outcome.~~

~~3.1.3.2~~ If the vacancy is opened to external applicants, these application materials will be reviewed and the applicants who are determined to be best qualified based on the information provided will be given the opportunity to interview for the opening.

4. Background Checks.

4.1 Background check requirements for each position are listed in the respective job description and in the application for that vacancy. Requirements may depend on state and federal statute and applicable regulations.

POLICY 101 RECRUITMENT & SELECTION

Effective Date: January 1, 2012

Revised Date: October 11, 2013⁹

Eau Claire County
Employee Policy Manual

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4.1.1 Background checks are required dependent on the duties of the position and may include, but are not limited to, national and local criminal history review by name and or fingerprint, caregiver background check, professional reference and employment verification, education verification, character inquiries, credit check and driving records.

4.1.2 Background checks are reviewed by HR and passed or failed based on all information available and whether arrests, convictions, or pending charges are substantially related to the responsibilities of the position.

4.1.3 Offers of employment and continued employment are conditional on the results of background checks. Eau Claire County follows FCRA Adverse Action procedures.

4.2 Certain positions require ongoing criminal background checks based on timelines established by the State.

4.3 Active employees are required to notify HR in the event of a change to their criminal history.

4.4 All background check information is stored in a confidential file separate from personnel files or other recruitment files. These files are destroyed following the County's retention guidelines. In most cases, information obtained in the background check, is reviewed by HR exclusively.

4.5. Pre-Employment Testing.

~~4.15.1~~ HR makes recommendations with regard to the structure of pre-employment selection tests. ~~In order to~~To ensure that all pre-employment tests are work-related and non-discriminatory in nature, HR will administer, or make the decision to delegate, the testing process.

5.6. Eligibility List.

~~5.16.1~~ Eligibility lists will be administered for ~~law enforcement~~ positions within the Sheriff's Office ~~which~~ have defined qualifications based upon the Law Enforcement Standards Board §§165.85(4)(c) and 66.0501(1) Wis. Stats. and §§LES 2.01 and 2.02, Wis. Admin. Code.

~~5.2~~ A comprehensive, validated written examination approved for use by the committee will be administered along with an oral interview.

~~5.2.1~~ The interview panel will evaluate each candidate on established job-related criteria.

~~5.2.2~~ Each interviewed candidate will be given a point score by the interview panel.

POLICY 101 RECRUITMENT & SELECTION

Effective Date: January 1, 2012

Revised Date: October 11, 2013⁹

Eau Claire County
Employee Policy Manual

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~~5.2.3~~ Following completion of all assessments, a numerical weighted rating will be applied to each candidate equaling 100 percent.

~~5.3.6.2~~ Eligibility lists will be established for the following positions based upon this schedule or as approved by the director.

~~5.3.16.2.1~~ Biannually for Correctional Officer

~~5.3.1.16.2.1.1~~ The list will be effective for six months from date scoring process is completed

~~5.3.26.2.2~~ Annually for Protective Sergeant and Deputy Sheriff

~~5.3.2.16.2.2.1~~ The list will be effective for one year from date scoring process is completed

~~5.3.36.2.3~~ As needed for Civilian Sergeant

~~5.3.3.16.2.3.1~~ The list will be effective for one year from date scoring process is completed

~~5.46.3~~ Rated candidates will be placed ~~based on scoring of interviews and/or pre-employment testing~~ alphabetically on the eligibility list and hiring from the list will occur as position vacancies take place.

~~6.7.~~ Hiring.

~~6.17.1~~ With the exception of Department Head and County Administrator positions, all recommendations for hire are subject to the review and approval of the director.

POLICY 101 RECRUITMENT & SELECTION

Effective Date: January 1, 2012

Revised Date: October 11, 2013~~9~~

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POLICY 101 RECRUITMENT & SELECTION

Effective Date: January 1, 2012

Revised Date: October 11, 201~~3~~9

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Employee Policy Manual

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 the goal of the County is to maintain a healthy work environment free from sexual and other 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 or by any employee and to provide procedures for reporting, investigating, and resolving complaints of harassment, discrimination and retaliation.

2. Policy.

2.1 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.

2.2 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.

2.3 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.

~~2.1.2.4~~ 2.4 Where impermissible harassment, discrimination, or retaliation has occurred, the County will take appropriate disciplinary action, including, without limitation, termination.

3. Scope.

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

4. Definitions.

4.1 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, sex, religion, national origin, color, ~~religion, sex, national origin, gender, sexual orientation, age, physical or mental~~ disability, marital status, ~~veteran 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

- 4.1.1 Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
- 4.1.2 Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
- 4.1.3 Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.
- 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~~ legally protected status.

4.2 Discrimination. ~~Unfair or unequal treatment of a person A failure to treat all persons equally and without discrimination based on race, sex, religion, national origin, color, disability gender, sexual orientation, age, physical or mental disability, marital status, veteran status, English proficiency or other~~ 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 4.3.1.1 other verbal, visual, or physical conduct of a sexual nature when:

4.3.1.1 Submission to such conduct is explicitly or implicitly made a term or condition of employment;

- 4.3.2 Submission or refusal to submit to such conduct is used as the basis for employment decisions; or
- 4.3.3 Such conduct ~~has the purpose or effect of~~ unreasonably interferes ~~ing~~ with an individual's work performance or creates ~~ing~~ an intimidating, hostile, or offensive work environment.

4.4 No employee can be forced to ~~submit to~~ endure 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.

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POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: April 13, 2018

Eau Claire County
Employee Policy Manual

4.5 The following conduct may be considered sexual harassment or another form of prohibited harassment, discrimination, or inappropriate behavior:

- 4.5.1 Sexually suggestive or ~~off-color~~obscene comments or jokes;
- 4.5.2 Sexual flirtation, innuendo, advances, propositions, or other sexual activities;
- 4.5.3 Unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;
- 4.5.4 Repeated and unwelcome invitations for social interactions outside of the workplace;
- 4.5.5 Sexual or racial slurs, derogatory remarks, or offensive gestures;
- 4.5.6 Displaying or distributing sexually explicit or ~~otherwise off-color~~suggestive materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and
- 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.

~~4.5.8-4.5.9~~ 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.

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5. Retaliation.

- 5.1 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.

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: April 13, 2018

Eau Claire County
Employee Policy Manual

- 5.2 If any County employee believes ~~that he or she has~~themselves to have been retaliated against for bringing a complaint or providing information related to a complaint, the County requires ~~employees to promptly comply~~prompt compliance with and use the reporting procedure described in this policy.
- 5.3 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.
- 5.4 Monitoring to ensure that retaliation does not occur is the responsibility of the department head, supervisors, and all County employees.

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

6.1 Prohibited Conduct.

6.1.1 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 current employees ~~and or~~ applicants for employment with the County, whether sworn, regular, reserve, or civilian, and all volunteers.

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 is intimidatesing or is hostile or is meant to be, 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 No employee or non-employee will engage in conduct identified or defined as prohibited sexual harassment, harassment, discrimination, retaliation or other inappropriate behavior.

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

POLICY 705 HARASSMENT AND DISCRIMINATION

Effective Date: January 1, 2012

Revised Date: April 13, 2018

Eau Claire County
Employee Policy Manual

6.2 Employee Responsibilities.

6.2.1 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:

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~~they is ~~are~~ 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 Advising employees on the types of behavior prohibited and the County's procedures for reporting and resolving complaints of harassment and discrimination;

POLICY 705 HARASSMENT AND DISCRIMINATION

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6.3.1.2 Monitoring the work environment on a daily basis for signs that harassment and discrimination may be occurring;

- 6.3.1.3 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 ~~their own his or her~~ line of supervision;
- 6.3.1.4 Utilizing all reasonable means to prevent a prohibited act from occurring when ~~he or she~~ the supervisor knows or should know that an employee will or may perform such an activity; and
- 6.3.1.5 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.

6.3.2 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 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, gender, sexual orientation, age, physical or mental disability, marital status, veteran status 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. Complaint Procedure.

7.1 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~~ they are ~~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.

7.2 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. If the individual prefers to pursue the matter through formal complaint procedures, the employee is encouraged to document

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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.

7.3 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 their ~~employee's~~ supervisor or the Civil Rights Compliance Officer in Human Resources as soon as possible. Complaints received by supervisors or department heads must be reported to the Civil Rights Compliance Officer immediately.

7.3.1 If the complaint involves the employee's immediate supervisor, then the employee should bring the complaint to that supervisor's immediate supervisor or the Civil Rights Compliance Officer.

~~7.27.3.2~~ **7.3.2** If the complaint involves the conduct of the Civil Rights Compliance Officer, then the complaint should be forwarded to the director or the Corporation Counsel.

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~~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. ~~The~~ supervisor taking the complaint will promptly submit a confidential memorandum documenting the complaint to the Civil Rights Compliance Officer (or to the director or Corporation Counsel if the complaint involves the Civil Rights Compliance Officer). If the Civil Rights Compliance 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

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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.

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- 7.7 A file of harassment and discrimination complaints will be maintained.
- 7.8 The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
- 7.9 The director or designated person will inform the parties involved of the outcome of the investigation.
- 7.10 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.
- 7.11 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.
- 7.12 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.
- 7.13 This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

8. Remedial Action.

- 8.1 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.

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8.4 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.

9. Training.

9.1 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.

10. Conclusion.

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

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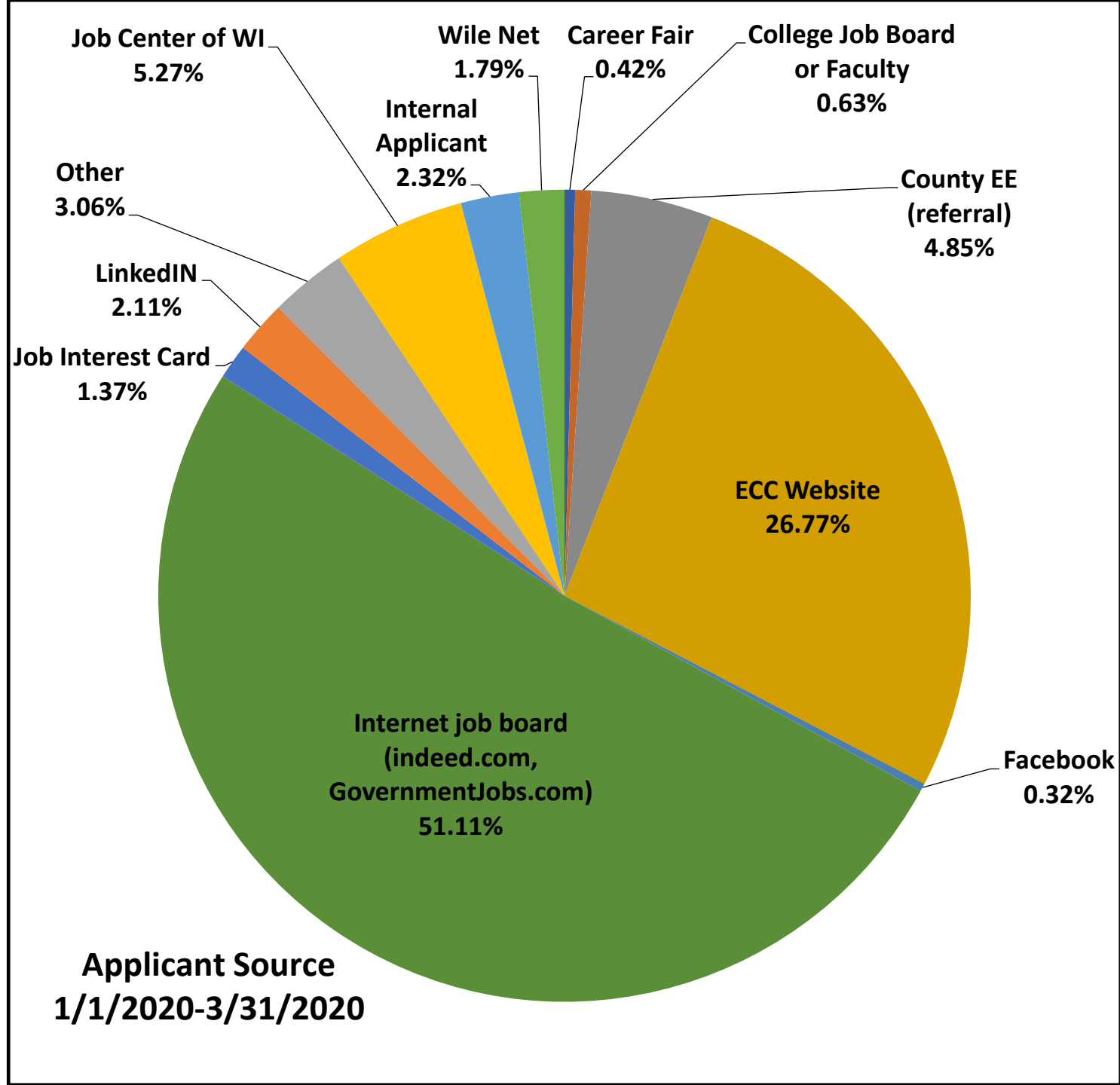
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HR Metrics Q1 2020

Committee on Human Resources

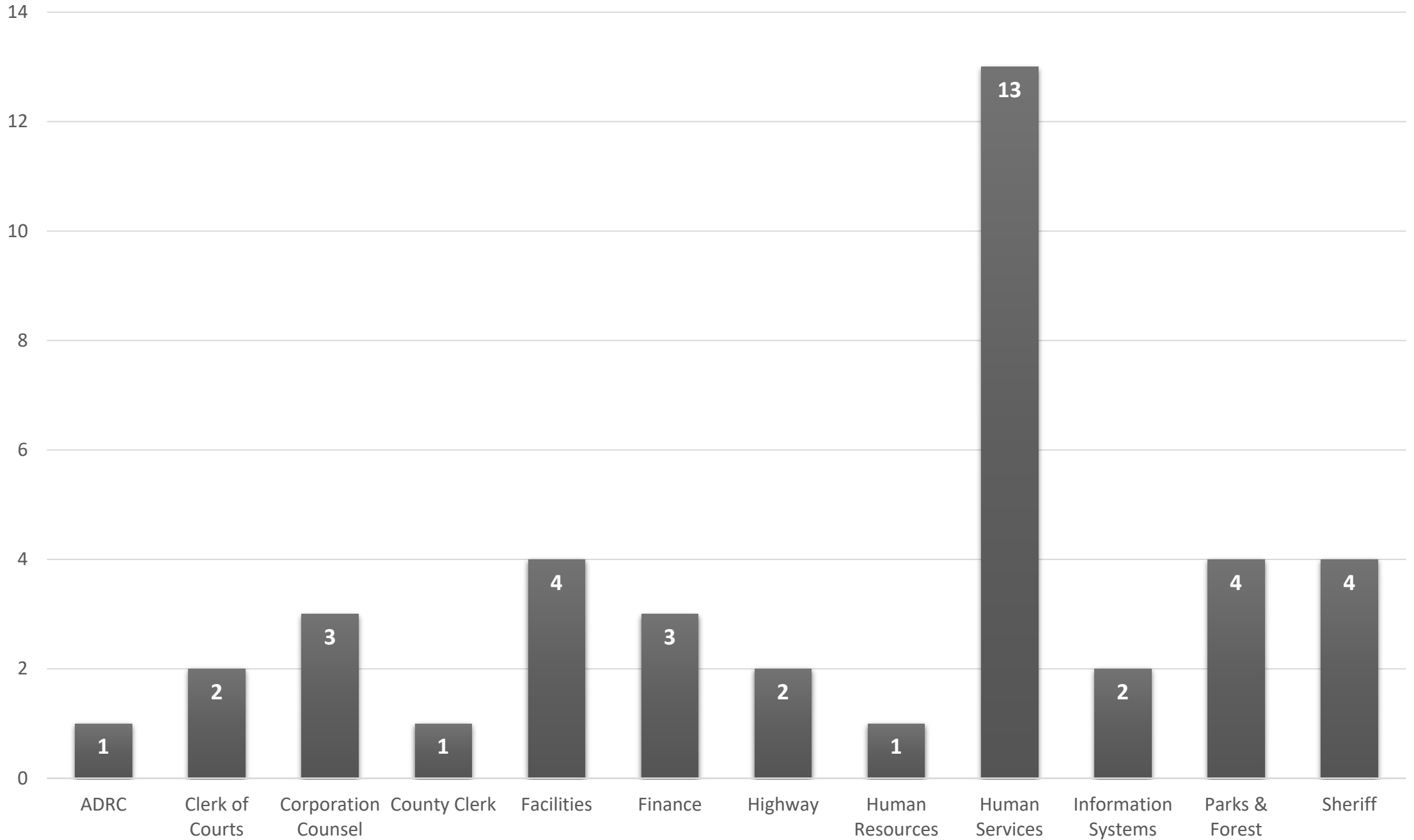
June 9, 2020



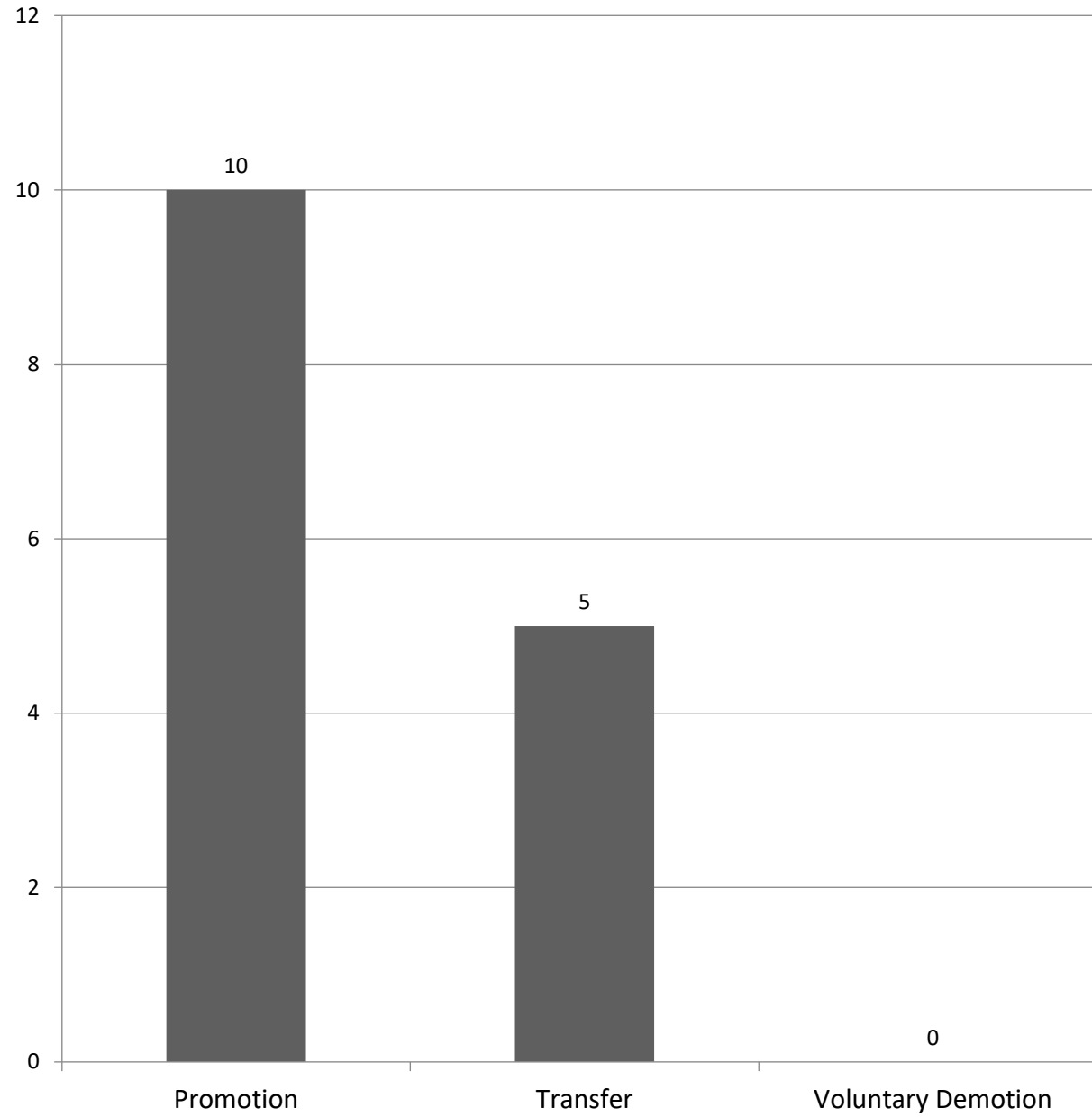
Applications by Position Type

Job Type	Open Positions	Applications
Temporary/Seasonal	7	114
Part-Time	1	33
Full-Time	29	678
Eligibility List	3	124
Totals	40	949

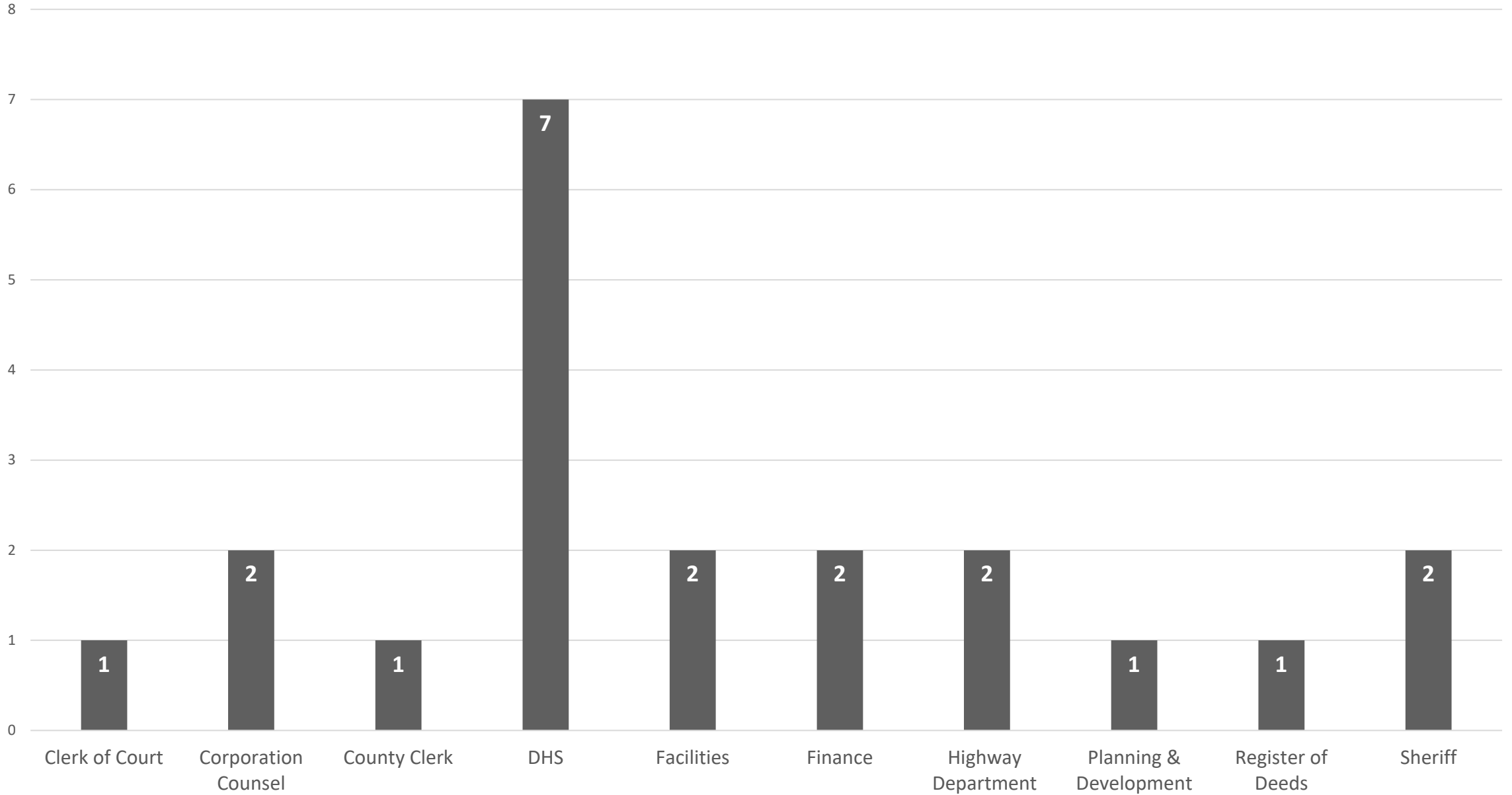
Open Positions by Department



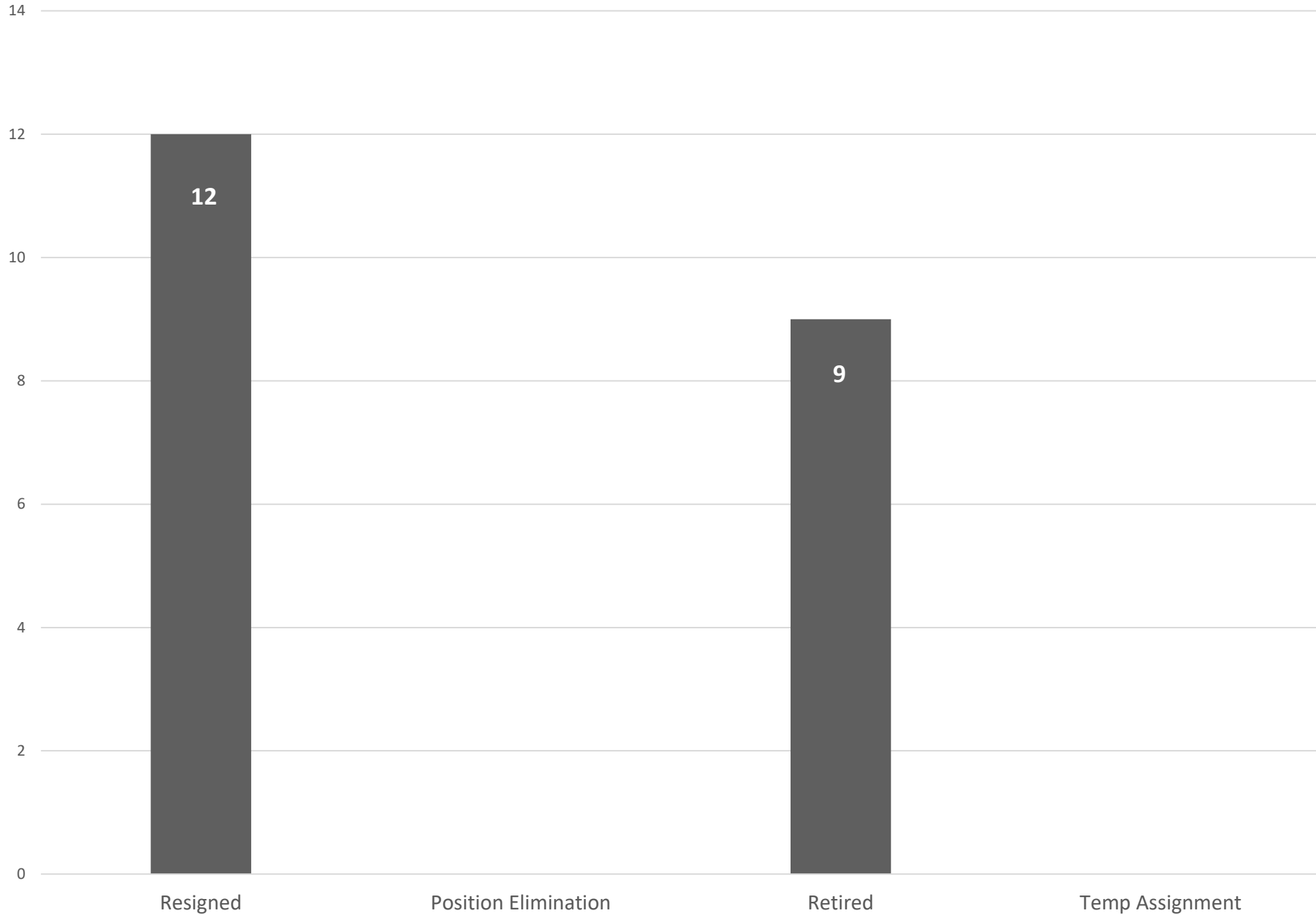
Internal Transfers



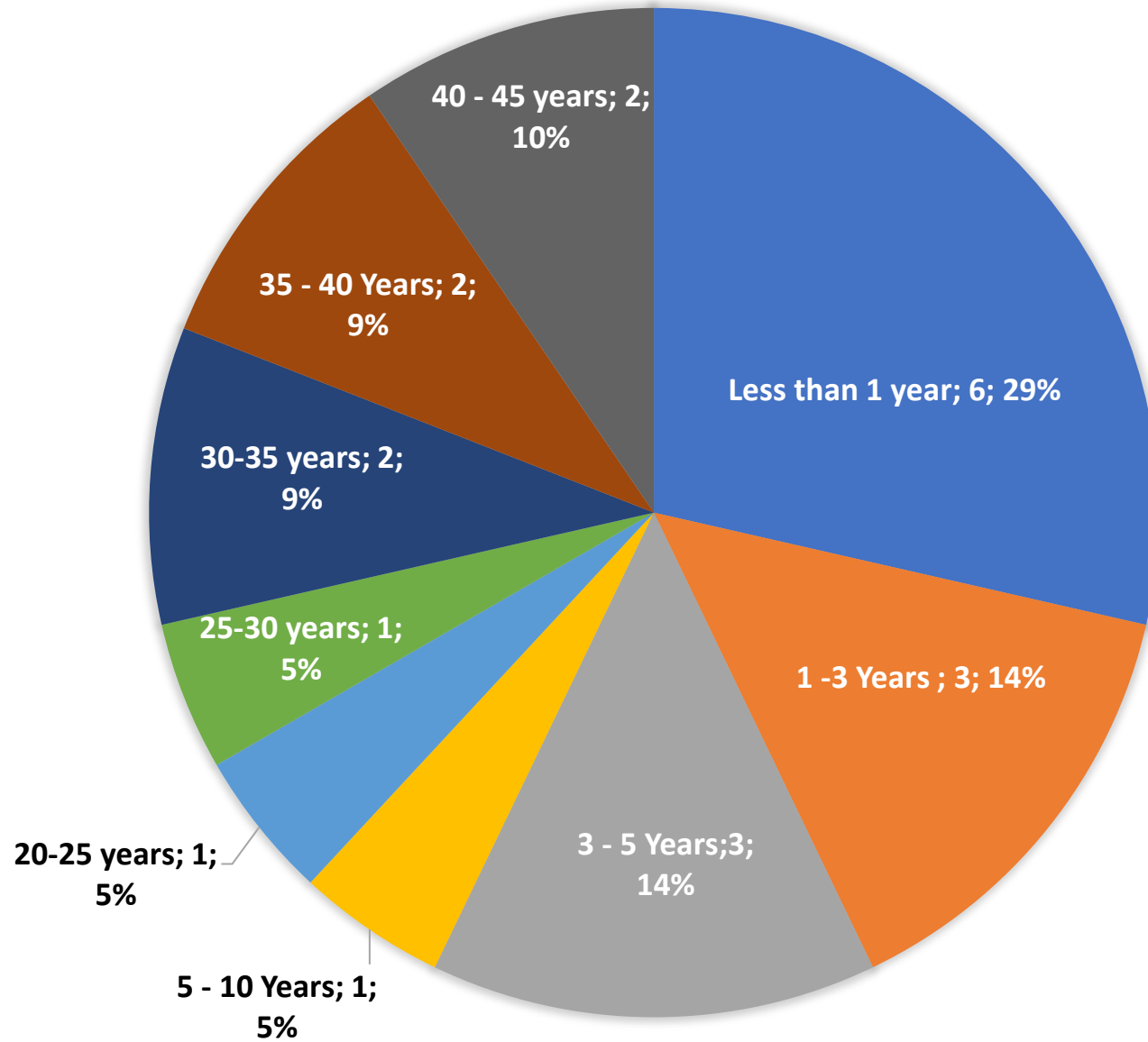
Separations by Department



Separation Type



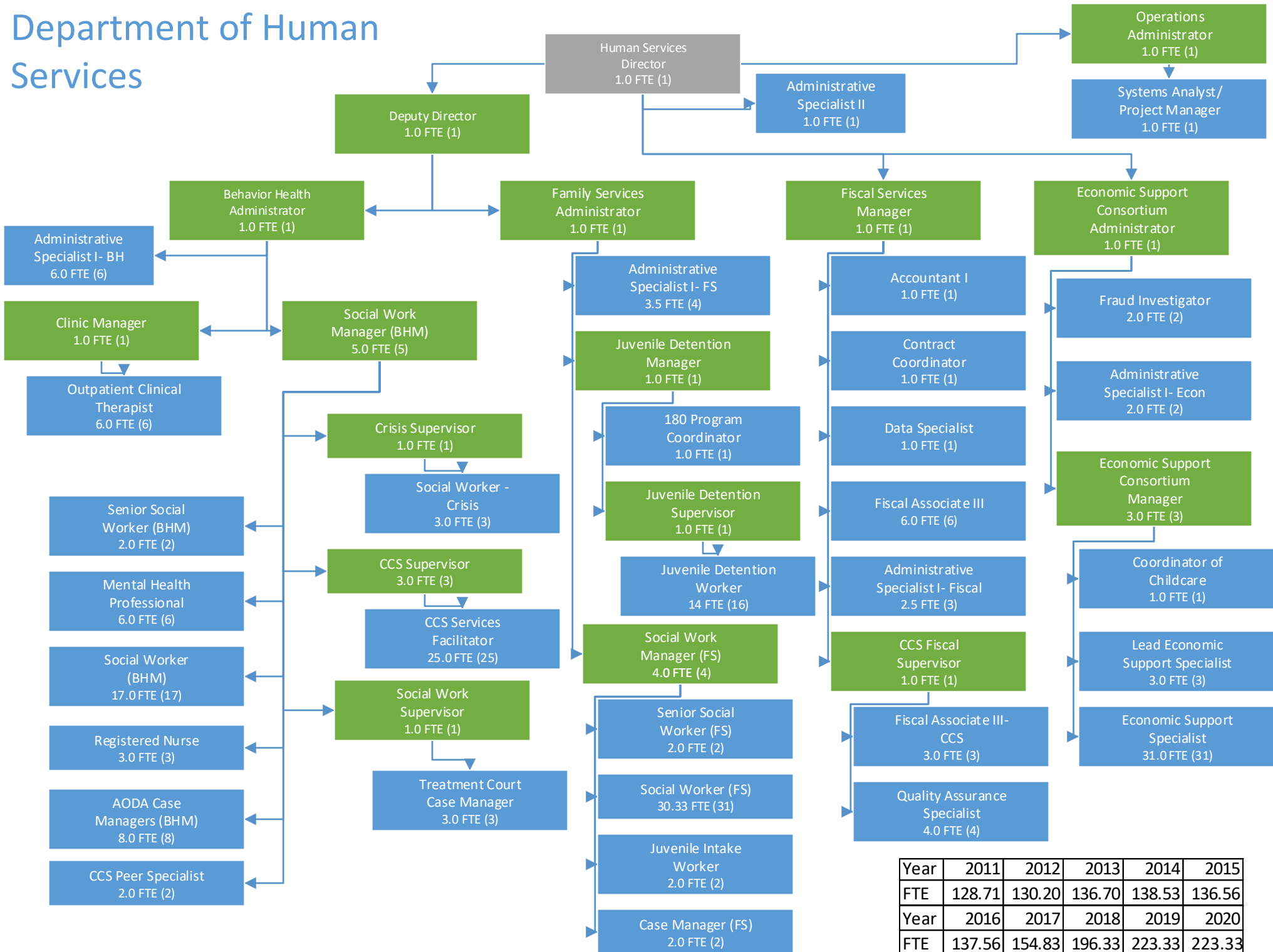
Separations by Length of Service





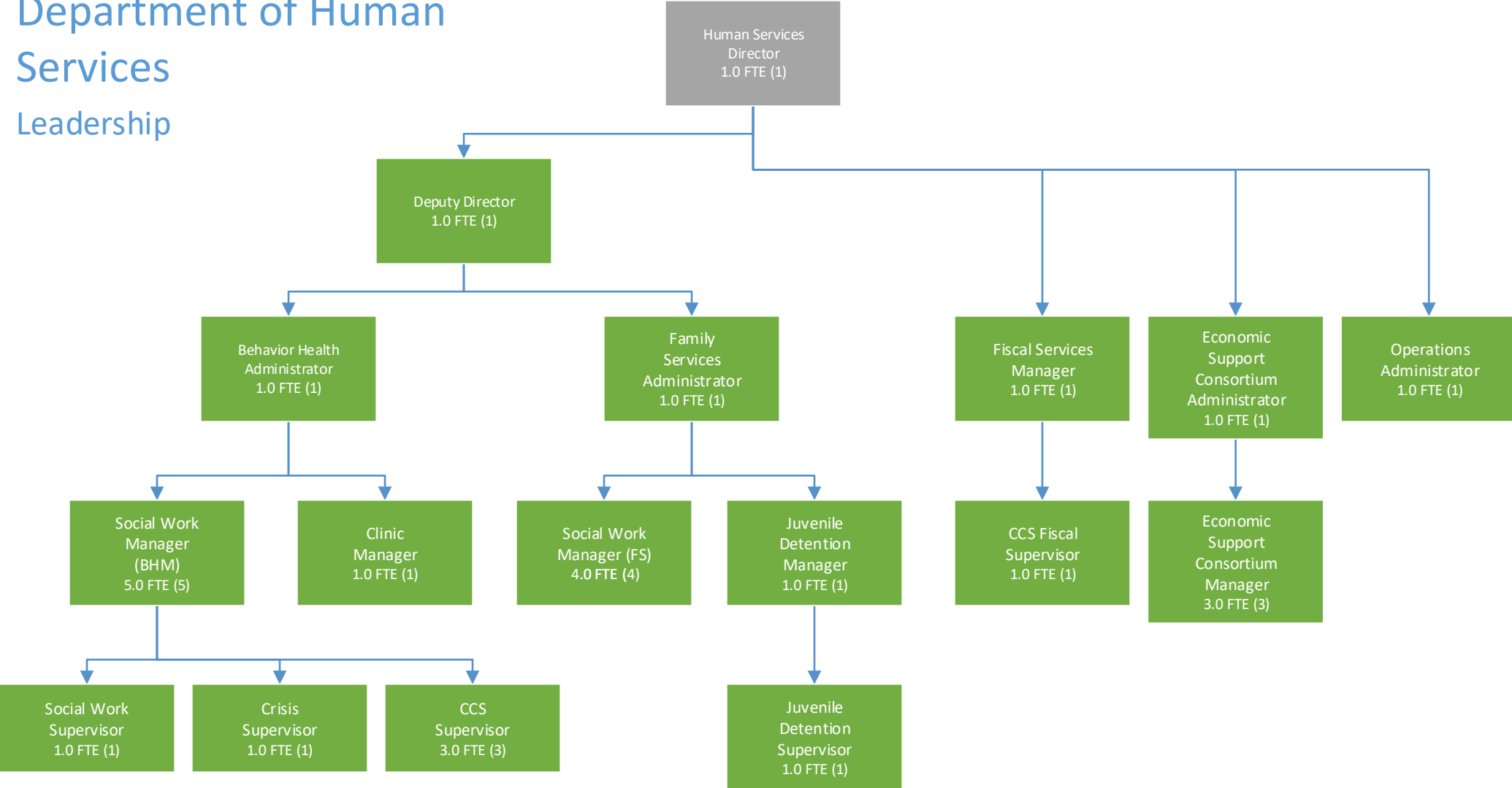
Questions/Discussion?

Department of Human Services



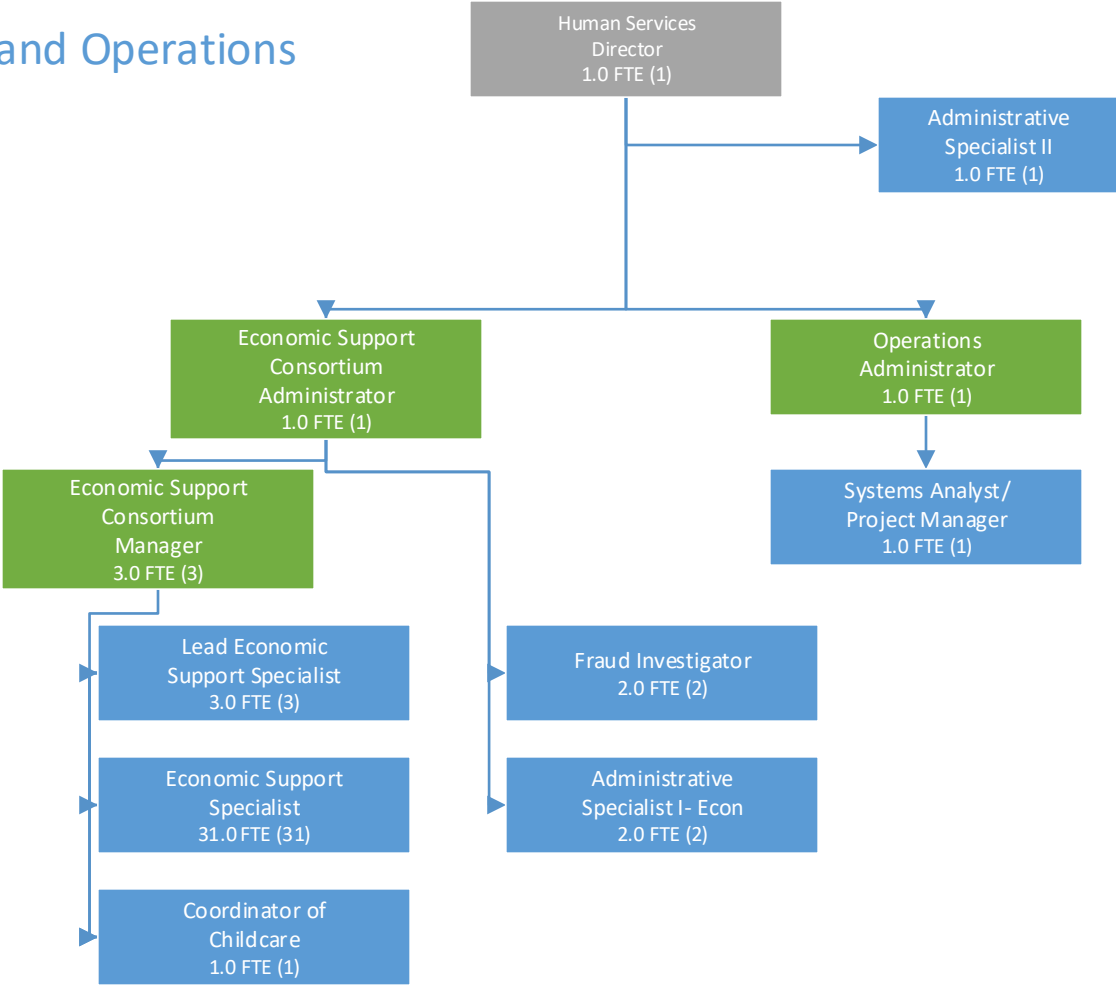
Year	2011	2012	2013	2014	2015
FTE	128.71	130.20	136.70	138.53	136.56
Year	2016	2017	2018	2019	2020
FTE	137.56	154.83	196.33	223.33	223.33

Department of Human Services Leadership



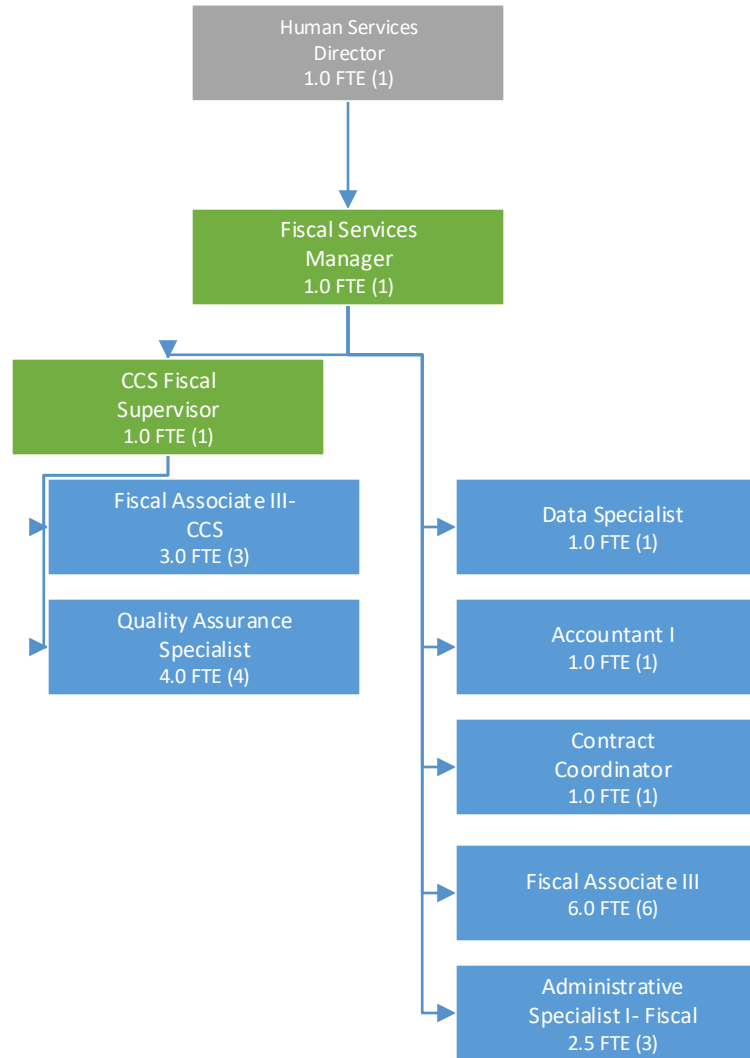
Department of Human Services

Economic Support and Operations



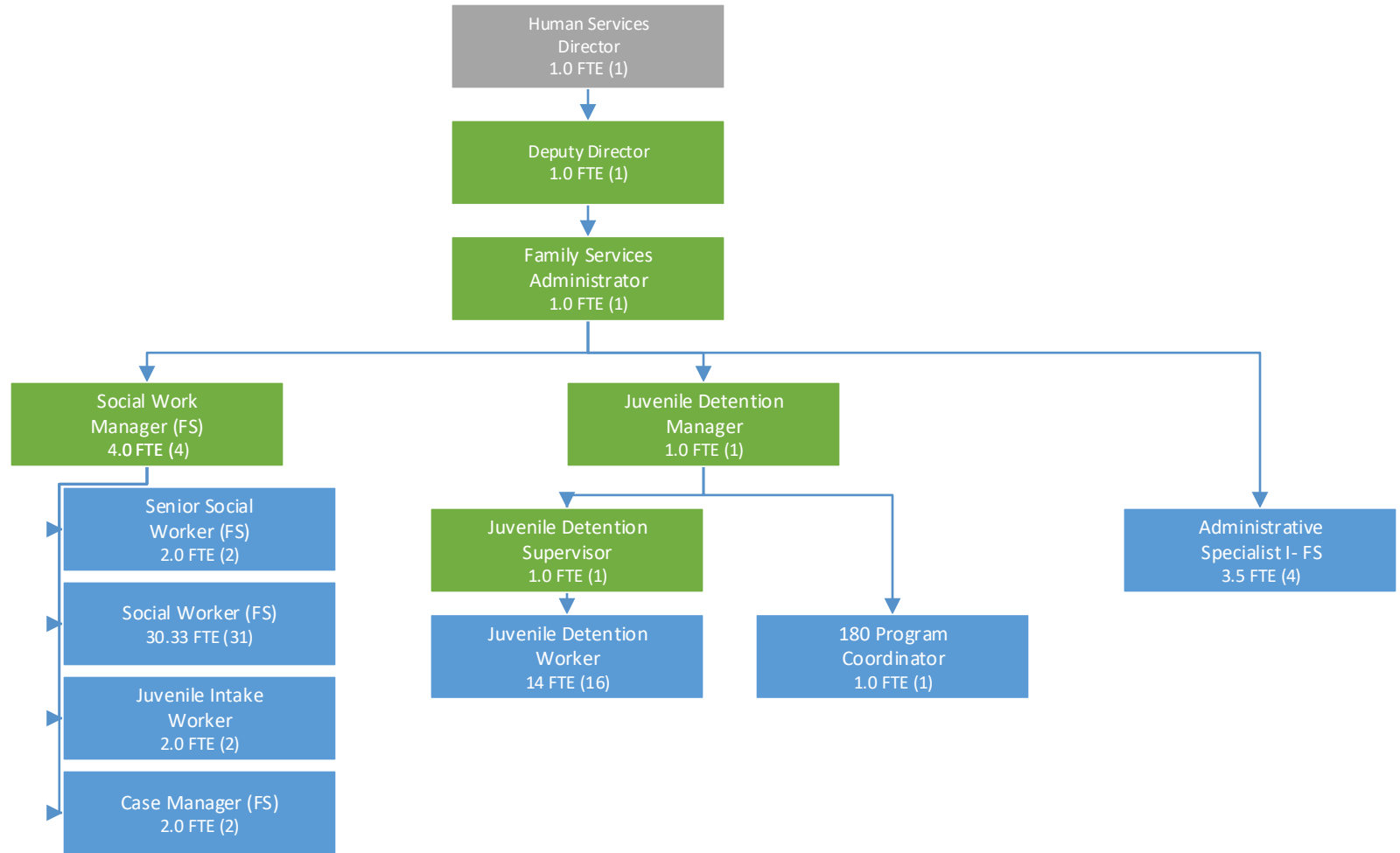
Department of Human Services

Fiscal Services



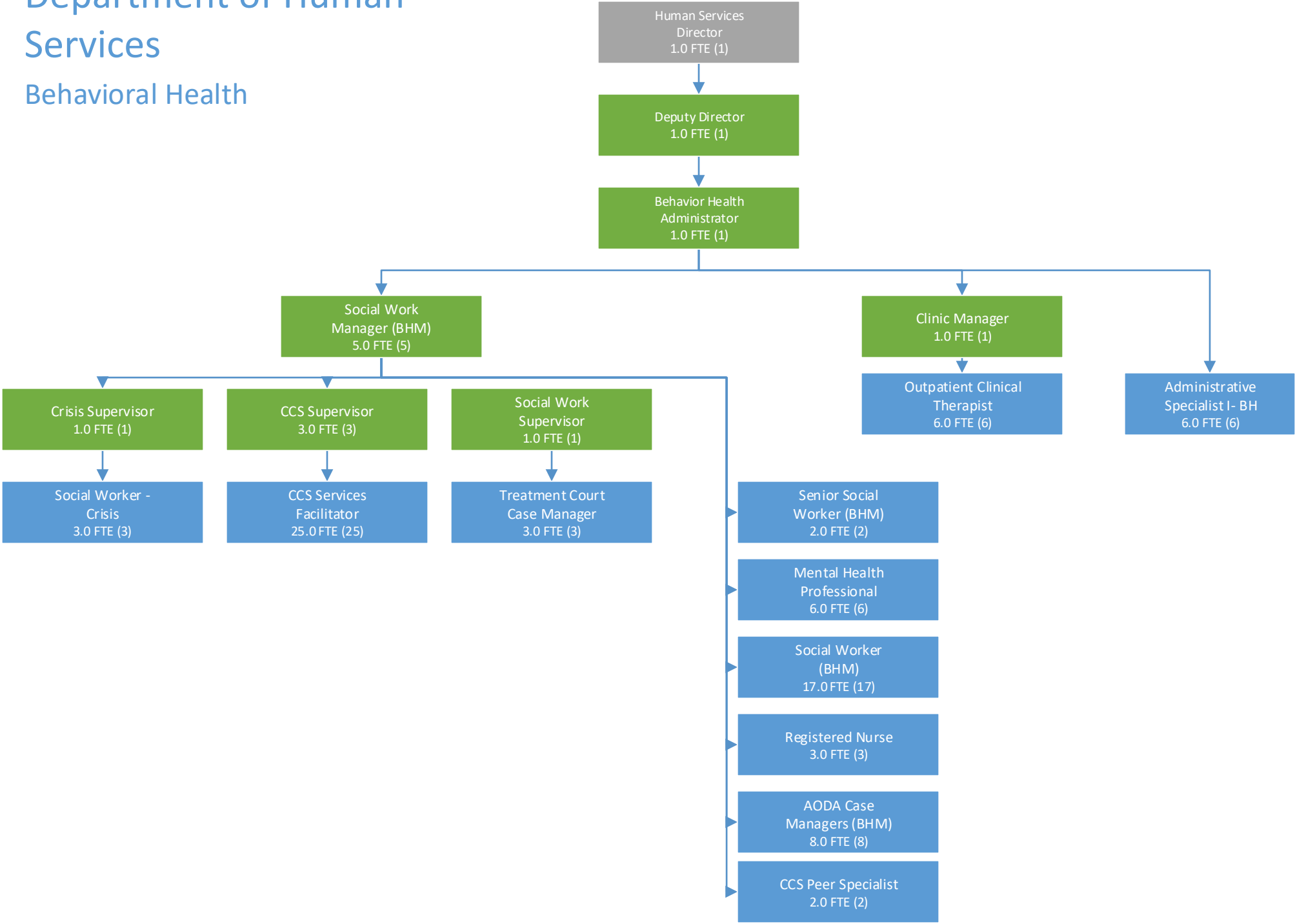
Department of Human Services

Family Services



Department of Human Services

Behavioral Health



Vacancy Effective	FTE	Position Title	Reason Vacant	Grade	
1/1/2019	1.00	PEER SUPPORT SPECIALIST	NEW	F	Remaining Vacant
1/1/2019	1.00	PEER SUPPORT SPECIALIST	NEW	F	Remaining Vacant
1/1/2019	1.00	FISCAL ASSOCIATE III	NEW	G	Remaining Vacant
1/1/2019	1.00	CCS SOCIAL WORK MANAGER	NEW	R	Remaining Vacant
4/29/2019	1.00	ECONOMIC SUPPORT SPECIALIST	Promotion	I	Remaining Vacant
6/10/2019	1.00	ECONOMIC SUPPORT SPECIALIST	Transfer	I	Remaining Vacant
6/20/2019	1.00	ECONOMIC SUPPORT SPECIALIST	Resignation	I	Remaining Vacant
11/25/2019	0.50	ADMINISTRATIVE SPECIALIST I	Resignation	F	Remaining Vacant
1/2/2020	1.00	SOCIAL WORKER	Retirement	N	
1/17/2020	1.00	ECONOMIC SUPPORT SPECIALIST	Retirement	I	Remaining Vacant
2/17/2020	1.00	FISCAL ASSOCIATE III	Promotion	G	
2/22/2020	0.50	JUVENILE DETENTION WORKER (CALL IN)	Resignation	L	Remaining Vacant
2/28/2020	0.50	ADMINISTRATIVE SPECIALIST I	Resignation	F	Remaining Vacant
3/2/2020	1.00	SOCIAL WORKER	Promotion	N	
3/13/2020	1.00	ECONOMIC SUPPORT SPECIALIST	Resignation	I	Remaining Vacant
4/24/2020	1.00	ECONOMIC SUPPORT SPECIALIST	Resignation	I	Remaining Vacant
5/1/2020	1.00	CCS SERVICE FACILITATOR	Resignation	N	
5/5/2020	1.00	ECONOMIC SUPPORT SPECIALIST	Resignation	I	Remaining Vacant
5/22/2020	1.00	SOCIAL WORK SUPERVISOR	Resignation	P	Remaining Vacant
6/1/2020	1.00	ADMINISTRATIVE SPECIALIST I	Lay Off	F	Remaining Vacant
6/1/2020	1.00	ADMINISTRATIVE SPECIALIST I	Lay Off	F	Remaining Vacant
6/1/2020	1.00	OUTPATIENT CLINICAL THERAPIST	NEW	O	Remaining Vacant
6/1/2020	1.00	ORGANIZATIONS ADMINISTRATOR	NEW	S	Remaining Vacant
8/3/2020	1.00	ECONOMIC SUPPORT SPECIALIST	Retirement	I	
8/7/2020	1.00	DEPUTY DIRECTOR- DHS	Retirement	T	
9/25/2020	1.00	CCS PROGRAM MANAGER	Retirement	R	