



## **AGENDA**

Eau Claire County  
Special Meeting of the Committee on Human Resources

**Date:** January 27, 2023

**Time:** 8:30 a.m.

**Location:**

721 Oxford Ave, Eau Claire, WI • Room 3312

### **Join from the meeting link:**

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m34073d0403cdae2a403bd86eab7ec6ba>

### **Join by meeting number:**

Meeting number: 2599 776 7982 Password: MpmqEHBf558

### **Join by phone:**

Dial in: 415-655-0001 Access Code: 2599 776 7982

*Written public comment must be submitted to Samantha Kraegenbrink at least 60 minutes prior to the start of the meeting. ([samantha.kraegenbrink@eauclairecounty.gov](mailto:samantha.kraegenbrink@eauclairecounty.gov))*

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
  - a. December 22, 2022
5. Director’s Report - **Information**
  - a. Recruitment Update
  - b. Strategic Compensation Project Update
6. File No. 22-23/074: Amending section 3.10.001 of the code: equal employment opportunity and affirmative action policy; to create section 3.10.002 of the code: exceptions; to amend section 3.10.010 of the code: affirmative action program; to repeal section 3.10.020 of the code: affirmative action officer; to amend section 3.10.040 of the code: grievances under this chapter. - **Discussion/Action**
7. File No. 23-24/088: Amending section 3.03 of the code: organization and administration. - **Discussion/Action**
8. CDL Promissory Note – **Discussion Action**
9. 2023 Meeting Schedule - **Discussion**
10. Future Items
  - a. Policy 513: Travel & Expense Reimbursement

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



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11. Adjourn

Prepared by: Samantha Kraegenbrink

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## MINUTES

Eau Claire County

Special Meeting of the Committee on Human Resources

**Date:** December 20, 2022

**Time:** 6:30 p.m.

**Location:**

721 Oxford Ave, Eau Claire, WI • Room 3312

Present: Cory Sisk, Allen Myren, Larry Hoekstra, Judy Gatlin, Katherine Schneider, Nick Smiar (ex officio)

Others: Kathryn Schauf

### **Call to Order and Confirmation of Meeting Notice**

Supervisor Myren called the meeting to order at 6:30 p.m. and confirmed meeting notice.

### **Roll call**

Roll call was taken and is listed above under present.

### **Public Comment**

No members of the public wished to make comment.

### **Approval of minutes from November 18, 2022**

Motion by Supervisor Gatlin, seconded by Supervisor Schneider. No deletions, corrections, or additions. All in favor, minutes approved.

### **File No. 22-23/078: Resolution creating 2.0 FTE Custodian positions in the Eau Claire County Facilities department**

Motion by Supervisor Gatlin, seconded by Supervisor Schneider, all in favor, motion carries.

The meeting was adjourned at 6:34 p.m.

Respectfully submitted by,

Kathryn Schauf  
County Administrator

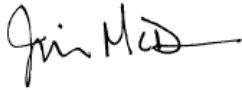
**FACT SHEET  
TO FILE NO. 22-23/074**

**Background:** A review of County Code found that the language in section 3.10 should be updated to be better reflective of current Eau Claire County practices. During that review, it was discovered that the language referring to Affirmative Action is outdated. In 2018, the Corporation Counsel's Office found that the County was exempt from Affirmative Action reporting. While we are exempt from this reporting we do complete and file EEO-4 and EEOP reports, both related to equal employment. Further, Eau Claire County complies with Civil Rights regulations, the Americans with Disabilities Act, and participates in Affirmative Action practices.

**Request:** Update language in Chapter 3.10 of the County Code to remove reference to an official Affirmative Action Plan and include a more comprehensive list of protected statuses under law.

**Fiscal Impact:** \$0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jessica McDonald", with a horizontal line extending to the right.

Jessica McDonald  
Human Resources Director

2  
3 TO AMEND SECTION 3.10.001 OF THE CODE: EQUAL EMPLOYMENT OPPORTUNITY  
4 AND AFFIRMATIVE ACTION POLICY; TO CREATE SECTION 3.10.002 OF THE CODE:  
5 EXCEPTIONS; TO AMEND SECTION 3.10.010 OF THE CODE: AFFIRMATIVE ACTION  
6 PROGRAM; TO REPEAL SECTION 3.10.020 OF THE CODE: AFFIRMATIVE ACTION  
7 OFFICER; TO AMEND SECTION 3.10.040 OF THE CODE: GRIEVANCES UNDER THIS  
8 CHAPTER

9  
10 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

11  
12 SECTION 1. That Section 3.10.001 of the code be amended to read:

13  
14 3.10.001 Equal employment opportunity and affirmative action policy. The county shall  
15 foster to the fullest extent practicable that equal employment opportunity be provided in the  
16 employment and advancement ~~of covered veterans and persons with disabilities~~ at all levels of  
17 employment, including the executive level. Eau Claire County does not and will not discriminate  
18 against any applicant or employee because of race, sex, religion, national origin, color, gender,  
19 sexual orientation, age, physical or mental disability, marital status, veteran status or other  
20 protected status ~~he or she is a covered veteran or because of a physical or mental disability~~ in regard  
21 to any position for which the applicant or employee is qualified. ~~In addition, Eau Claire County is~~  
22 ~~committed to a policy of taking affirmative action to employ and advance in employment qualified~~  
23 ~~covered veterans and individuals with disabilities. Such~~ It is the policy of Eau Claire County to  
24 provide equal employment opportunities and affirmative action in affirmative action shall apply  
25 ~~to~~ all employment practices, including, but not limited to hiring, upgrading promotion, demotion  
26 or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms  
27 of compensation, and selection for training, including apprenticeship and on-the-job training.  
28 Decisions related to personnel policies and practices shall be made on the basis of an individual's  
29 capacity to perform a particular job and the feasibility of any necessary job accommodation. Eau  
30 Claire County will make every effort to provide reasonable accommodations to any physical and  
31 mental limitations of individuals with disabilities and to disabled veterans. Our obligations in this  
32 area stem from not only adherence to various state and federal regulations, but also from our  
33 commitment as an employer in this community to provide equal job opportunities to covered  
34 ~~veterans and persons with disabilities.~~ Equal opportunity and affirmative action are the  
35 responsibility of Human Resources, all hiring managers, and all Eau Claire County employees  
36 with influence on employment practices.

37  
38 SECTION 2. That Section 3.10.002 of the code be created to read:

39  
40 3.10.002 Exceptions. It is not considered discrimination to make an employment decision  
41 based on an individual's protected status if the status interferes with the ability to adequately  
42 complete the duties of the position, unless the duties can be reasonably accommodated.

43  
44 SECTION 3. That Section 3.10.010 of the code be amended to read:

45  
46 3.10.010 Affirmative action program. Affirmative Action is a practice intended to ~~The program~~  
47 ~~has been designed to~~ bring women and men, members of minority groups, covered veterans, and  
48 persons with disabilities into all levels and segments of Eau Claire County's workforce in  
49 proportion to their representation in the qualified relevant labor market. Minority and female

1 applicants will be considered for all positions for which they are qualified. The Human Resources  
2 Department works with departments in all employment practices to ensure discrimination or bias  
3 do not impact the outcome of any practice. ~~The program is a detailed, results-oriented set of~~  
4 ~~procedures which, when carried out, results in full compliance with equal employment opportunity~~  
5 ~~requirements through the equal treatment of all people.~~

6  
7 SECTION 4.

8  
9 That 3.10.020 of the code be repealed.

10  
11 SECTION 5.

12  
13 That Section 3.10.040 of the code amended to read:

14  
15 3.10.040 Grievances under this chapter. Any employee or applicant, feeling personally  
16 aggrieved by the action of any person obligated to administer the equal employment opportunity  
17 and affirmative action policy shall refer such matter directly to the ~~affirmative action officer~~ civil  
18 rights compliance officer, the director or the corporation counsel

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20 ENACTED:

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30 Committee on Human Resources

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34 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

35  
36 AM/yk

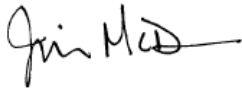
**FACT SHEET**  
**TO FILE NO. 23-24/088**

**Background:** A review of County Code found that the language in section 3.03 should be updated to be better reflective of current market conditions and to align with Eau Claire County's strategic compensation philosophy. During that review, it was discovered that the language referring to responsibility and authority is inefficient. In 2021, the county began work in collaboration with an outside consulting firm to develop a progressive compensation structure that is more adaptive and responsive to the needs of the organization. Current county code language does not align with best practices to provide for an effective and efficient process for recruitment and retention purposes.

**Request:** Update language in Chapter 3.03 of the County Code to remove reference to position title authorization. The goal is to include clarifying language that the authorization of FTE requires action by the elected body when there is a fiscal impact.

**Fiscal Impact:** \$0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jessica McDonald". The signature is written in a cursive, flowing style.

Jessica McDonald  
Human Resources Director

2  
3 TO AMEND SECTION 3.03.020 OF THE CODE: RESPONSIBILITY AND AUTHORITY

4  
5 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

6  
7 SECTION 1. That Section 3.03.020 of the code be amended to read:

8  
9 3.03.020 Responsibility and authority.

10 A. The county board shall:

- 11 1. Authorize by ordinance any amendments to the human resources code;
- 12 2. Confirm non-elected department head appointments;
- 13 3. Authorize the ~~creation, addition, reduction, or abolition~~ total number of full-time
- 14 equivalency of all regular positions pursuant to Chapter 3.015; and
- 15 4. Appropriate funds for all authorized personnel positions.

16 B. The committee shall perform those functions provided in 2.04.440 and Title 3, ~~shall establish~~  
17 ~~rates for seasonal employees,~~ and the county administrator and the director will approve any  
18 changes to the employee policy manual. ~~except any changes~~ Any changes resulting in a fiscal  
19 impact will go to the committee on finance and budget, and then to the county board for  
20 approval.

21 C. The county administrator shall perform those human resources functions provided in Chapter 2.06 and  
22 Title 3.

23 D. The director shall:

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

40 E. Department heads shall:

- 41 1. Enforce the human resources code and the employee policy manual ~~and the Human Resources~~
- 42 ~~Administrative Manual~~ as it pertains to their respective departments, and keep employees informed
- 43 of its provisions;
- 44 2. Recommend to the director any amendments to the human resources code and the employee
- 45 policy manual ~~and the Human Resources Administrative Manual~~ which would improve county
- 46 operating efficiency or ~~employment~~ employee relations and;
- 47 3. Delegate appropriate authority to subordinate supervisory personnel in enforcing the code and
- 48 the employee policy manual and the Human Resources Administrative Manual and;
- 49 4. Provide ~~immediate~~ notification to the director of any known changes in personnel within 24
- 50 hours of notice and;
- 51 5. Participate in the selection of replacement employees



1 ~~F. Supervisory personnel may, if delegated by the department head, enforce human resources policies.~~

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3 ENACTED:

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13 Committee on Human Resources

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17 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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19 AM/jm

This Promissory Note is entered into voluntarily by and between Eau Claire County Highway Department (“Employer”) and the below listed individual (“Employee”).

**EMPLOYEE INFORMATION:**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

I have applied for and been offered a position as a Heavy Equipment Operator with the Eau Claire County Highway Department. I understand a requirement of the position is to obtain and maintain a Commercial Driver’s License (CDL). I agree to attend a CDL course selected by the Eau Claire County Highway Department and understand my employment is contingent on me obtaining and maintaining my CDL.

- A. Eau Claire County Highway Department will directly cover the cost of the course, including required textbooks and materials, in the amount of \$\_\_\_\_\_ for the course offered through Hands on Driving.
- B. Eau Claire County will provide the necessary vehicle in which to train and complete the necessary hours and testing requirements to obtain the CDL.
- C. As a condition of receiving this benefit, I agree to comply with the following terms and conditions:
  - a. I agree to attend all required sessions of Hands on Driving.
  - b. I will take and successfully pass the Theory Training Assessment with a minimum 80% and participate in Behind-the-Wheel Training to demonstrate proficiency sufficient to pass the State administered CDL skills test.
  - c. I will successfully pass the State administered CDL skills test and obtain a Class A CDL with no restrictions.
  - d. Eau Claire County Highway Department will compensate my regular wages for the class and test time. Any study time spent outside of class will not be compensable.
- D. I agree to remain actively employed with the Eau Claire County Highway Department, for a period of thirty-six (36) months, following the date of receipt of the CDL certification. If I do not remain employed with the Eau Claire County Highway Department for three (3) years subsequent to the successful completion of the CDL training program, I understand and agree I will be required to reimburse the Eau Claire County Highway Department for the tuition, paid training time, and all other expenses incurred by the county during the training period subject to the provisions of this agreement. On an annual pro-rated basis, I will receive a vested benefit of 33.3% credit toward tuition for each full year of service for the incurred county tuition expense. The number of payments required will also be prorated based on the length of employment of the employee and as agreed to by all parties pursuant to a written agreement. In no case will the time period for repayment exceed twelve months. These payments will be paid directly to the Eau Claire County Highway Department.
- E. Should I fail to obtain the Class A CDL, I will voluntarily terminate my employment with the Eau Claire County Highway Department prior to the thirty-six (36) month date referenced in item D above, or I understand I will be discharged for cause prior to the thirty-six (36) month date referenced in item D above for not meeting the required job qualifications.
- F. This promissory note shall be canceled in its entirety upon completion of thirty-six (36) months of continued employment with the Eau Claire County Highway Department or in the event of my death, a permanent layoff, or a permanent disability prior to the thirty-six (36) month date. Exception to this reimbursement will be negotiated if the employee’s hours are reduced due to budget constraints; a county directed non-voluntary layoff due to lack of work, or other county determined extenuating circumstance. If any of the above conditions are not met, the employee shall not receive reimbursement or shall return reimbursement.

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Employee Signature

Date

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Eau Claire County Highway Commissioner

Date

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Human Resources Director

Date