



AGENDA

Committee on Human Resources

Date: March 15, 2024, at 8:30 a.m.

Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

A majority of the county board may be in attendance at this meeting, however, only members of the committee may take action on an agenda item.

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m297920d0c30fe44f54ab315c333e8f45>

Join by meeting number:

Meeting number: 2532 787 1824 Password: m28BVcPMcM3

Join by phone:

Dial in: 415-655-0001 Access Code: 2532 787 1824

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Employee Policy Language Change – **Discussion/Action**
 - Policy 825: Job Analysis and Evaluation
5. File No. 23-24/069: To amend section 3.01.005 C. of the Code: Scope and Collective Bargaining Obligations; to amend section 3.01.101 A. of the Code: Definitions; to amend 3.03.020 of the Code: Responsibility and Authority; to amend section 3.05.020 of the Code: Responsibility and Authority; to amend section 3.05.030 of the Code: Inspection and Confidentiality or Records; to amend section 3.15.030 of the Code: Position and Full Time Equivalency (FTE) Establishment; to amend section 3.15.040 of the Code: Position Descriptions; to amend section 3.15.070 of the Code: Regular and Project Position Titles; to amend section 3.20.010 B. of the Code: Benefits of Elected Officials; to amend section 3.20.020 B. of the Code: County Board of Supervisors Compensation; to amend section 3.20.030 C. of the Code: Committee Meeting Defined; to amend section 3.20.080 of the Code: Authorized Per Diem Compensation; to amend section 3.20.090 B. and C. 6. of the Code: Compensation of other Officials; to repeal chapter 3.50 of the Code: Conflict of Interest; to amend section 3.85.005 C. and D. of the Code: Definitions; to repeal section 3.85.035 of the Code: Disciplinary and Dismissal Procedures – **Discussion/Action**
 - Amendment #1
 - Amendment #2
6. Adjourn

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 839-7335 (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

POLICY 825 JOB ANALYSIS AND EVALUATION

1. Purpose. To establish a process of creating a hierarchy that establishes the worth of each job to the organization and is based on the job's content (such as the skills needed, job duties, and working conditions) or its external market value and not on the abilities of the individual performing the job.

2. Job Analysis.
 - 2.1 Department Heads and Supervisors may request a job analysis be performed by Human Resources.
 - 2.1.1 Requests may not be submitted to request a change in salary grid placement ~~grade~~.
 - 2.1.2 Requests should be submitted in writing to the employee's immediate supervisor and should include the reason for the request and what changes have occurred within the position.
 - 2.1.3 Requests must include Department Head approval.
 - 2.2 Human Resources will perform a job analysis of the position and determine if substantial changes have occurred that warrant an update to the job description or a review of the position.

3. Job Evaluation.
 - 3.1 If Human Resources determines substantial changes in the position have occurred, a review will occur.
 - 3.1.1 Job evaluations may be performed internally or submitted to an outside organization for review.
 - 3.2 Upon completion of the job evaluation review, the results will be reviewed with:
 - 3.2.1 Department Head
 - 3.2.2 The Committee(s)
 - 3.2.3 As applicable, the County Board when a fiscal impact occurs.

POLICY 825 JOB ANALYSIS AND EVALUATION

Effective Date: January 2017
Revised Date:

Eau Claire County
Employee Policy Manual

FACT SHEET

TO FILE NO. 23-24/069

TO AMEND SECTION 3.01.005 C. OF THE CODE: SCOPE AND COLLECTIVE BARGAINING OBLIGATIONS; TO AMEND SECTION 3.01.010 A. OF THE CODE: DEFINITIONS; TO AMEND 3.03.020 OF THE CODE: RESPONSIBILITY AND AUTHORITY; TO AMEND SECTION 3.05.020 C. OF THE CODE: RESPONSIBILITY AND AUTHORITY; TO AMEND SECTION 3.05.030 OF THE CODE: INSPECTION AND CONFIDENTIALITY OF RECORDS; TO AMEND SECTION 3.15.030 OF THE CODE: POSITION AND FULL TIME EQUIVALENCY (FTE) ESTABLISHMENT; TO AMEND SECTION 3.15.040 OF THE CODE: POSITION DESCRIPTIONS; TO AMEND SECTION 3.15.070 OF THE CODE: REGULAR AND PROJECT POSITION TITLES; TO AMEND SECTION 3.20.010 B. OF THE CODE: BENEFITS OF ELECTED OFFICIALS; TO AMEND SECTION 3.20.020 B. OF THE CODE: COUNTY BOARD OF SUPERVISORS COMPENSATION; TO AMEND SECTION 3.20.030 C. OF THE CODE: COMMITTEE MEETING DEFINED; TO AMEND SECTION 3.20.080 OF THE CODE: AUTHORIZED PER DIEM COMPENSATION; TO AMEND SECTION 3.20.090 B. AND C. 6. OF THE CODE: COMPENSATION OF OTHER OFFICIALS; TO REPEAL CHAPTER 3.50 OF THE CODE: CONFLICT OF INTEREST; TO AMEND SECTION 3.85.005 C. AND D. OF THE CODE: DEFINITIONS; TO REPEAL SECTION 3.85.035 OF THE CODE: DISCIPLINARY AND DISMISSAL PROCEDURES

File 23-24/069 amends Title 3 as referenced above. The Committee on Human Resources spent a significant amount of time discussing, considering, and revising language in Title 3 over the time period of the past six months. The Committee on Human Resources proposes these amendments to Title 3 to allow for oversight and input by the Committee on Human Resources, as well as provide procedures and guidelines that will allow for more efficient operations within the Human Resources and the Committee on Human Resources. This file also increases the stipend for the Undersheriff from \$1,500 per year to \$2,080 per year. The \$1,500 stipend was enacted in File No. 06-07/013 and has not been changed since 2006. In doing comparisons with other counties who still have undersheriffs, the majority of those counties provide an extra dollar (\$1.00) per hour for the appointment of the undersheriff. The fiscal impact in this change to the Eau Claire Sheriff's Office is minimal and can be provided for through monies already designated and budgeted for payroll/wages within the ECSO.

Respectfully submitted:

Sharon McIlquham
Corporation Counsel

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3 TO AMEND SECTION 3.01.005 C. OF THE CODE: SCOPE AND COLLECTIVE
4 BARGAINING OBLIGATIONS; TO AMEND SECTION 3.01.010 A. OF THE CODE:
5 DEFINITIONS; TO AMEND 3.03.020 OF THE CODE: RESPONSIBILITY AND
6 AUTHORITY; TO AMEND SECTION 3.05.020 C. OF THE CODE: RESPONSIBILITY AND
7 AUTHORITY; TO AMEND SECTION 3.05.030 OF THE CODE: INSPECTION AND
8 CONFIDENTIALITY OF RECORDS; TO AMEND SECTION 3.15.030 OF THE CODE:
9 POSITION AND FULL TIME EQUIVALENCY (FTE) ESTABLISHMENT; TO AMEND
10 SECTION 3.15.040 OF THE CODE: POSITION DESCRIPTIONS; TO AMEND SECTION
11 3.15.070 OF THE CODE: REGULAR AND PROJECT POSITION TITLES; TO AMEND
12 SECTION 3.20.010 B. OF THE CODE: BENEFITS OF ELECTED OFFICIALS; TO AMEND
13 SECTION 3.20.020 B. OF THE CODE: COUNTY BOARD OF SUPERVISORS
14 COMPENSATION; TO AMEND SECTION 3.20.030 C. OF THE CODE: COMMITTEE
15 MEETING DEFINED; TO AMEND SECTION 3.20.080 OF THE CODE: AUTHORIZED PER
16 DIEM COMPENSATION; TO AMEND SECTION 3.20.090 B. AND C. 6. OF THE CODE:
17 COMPENSATION OF OTHER OFFICIALS; TO AMEND SECTION 3.85.005 C. AND D. OF
18 THE CODE: DEFINITIONS; TO AMEND 3.85.030 C. OF THE CODE; TO REPEAL SECTION
19 3.85.035 OF THE CODE: DISCIPLINARY AND DISMISSAL PROCEDURES
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21 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

22 SECTION 1. That Subsection C. of Section 3.01.005 be amended to read:

23
24 C. In instances where these provisions ~~are in~~ conflict with Wis. Stat. § 59.26, the
25 latter provision shall prevail.
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28 SECTION 2. That Subsection A. of Section 3.01.010 of the code be amended to read:
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30 A. "Appointing authority" means the person, governing body or designee thereof
31 which has the authority granted by law or ordinance to appoint an individual to or remove an
32 individual from positions in county service. The county administrator shall appoint heads of all
33 departments and offices, with the exception of those department heads who are constitutionally
34 elected officials. ~~and~~ The head of each department or office shall appoint all subordinate
35 personnel.
36

37 SECTION 3. That Section 3.03.020 of the code be amended to read:

38 3.03.020 Responsibility and authority.

39 A. The county board shall:

- 40 1. Authorize by ordinance any amendments to the human resources code;
- 41 2. Confirm non-elected department head appointments;
- 42 3. Authorize the ~~creation, addition, reduction, or abolition~~ total number of
43 full-time equivalency of all regular positions pursuant to Chapter 3.15; and
- 44 4. Appropriate funds for all authorized personnel positions.

45 B. The committee shall perform those functions provided in 2.04.440 and Title 3, the
46 committee shall approve any changes in the salary grid shall establish pay rates for seasonal
47 employees, and the committee shall approve any changes to the Employee Policy
48 Manual, except a Any changes resulting in a fiscal impact will go to the committee on finance
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1 and budget, and then to the county board for approval.

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

4 D. The director shall:

5 1. Administer the human resources code, the Employee Policy Manual, ~~and~~
6 ~~Human Resources Administrative Manual~~ and perform those functions provided therein;

7 2. Lead strategic efforts and make operational decisions in all areas of
8 personnel management including employment and recruiting, training and development,
9 classification and compensation, benefits, employee relations, labor negotiations, personnel
10 records and health and safety;

11 3. Make recommendations regarding overall personnel resource strategic and
12 workforce planning;

13 4. Develop and maintain classification and compensation plans;

14 5. Review reorganization recommendations made by department heads to
15 outline appropriate action for the board;

16 6. Approve setting the salary of new employees above the current market
17 rate minimum;

18 7. Approve exceptions to benefits policy;

19 ~~8. Approve travel costs of applicants;~~

20 9. ~~8. Monitor Approve~~ temporary assignments ~~and use of overtime~~;

21 ~~10. Maintain a list of regular position titles, and~~

22 ~~11. 9. Maintain a record of authorized position titles and their full-time~~
23 ~~equivalency for each position.~~

24 E. Department heads shall:

25 1. Enforce the human resources code and, the Employee Policy Manual, ~~and~~
26 ~~the Human Resources Administrative Manual~~ as it pertains to their respective departments, and
27 keep employees informed of its provisions;

28 2. Recommend to the director any amendments to the human resources code,
29 and the Employee Policy Manual ~~and the Human Resources Administrative Manual~~ which
30 would improve county operating efficiency or employment ~~mentee~~ relations;

31 3. Delegate appropriate authority to subordinate supervisory personnel in
32 enforcing the code and, the Employee Policy Manual ~~and the Human Resources Administrative~~
33 ~~Manual~~; and

34 ~~4. Immediately notify~~ Provide notification to the director of any known
35 changes in personnel within 24 hours and

36 ~~4. p~~Participate in the selection of replacement employees.

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

1 SECTION 4. That Subsection C. of Section 3.05.020 be amended to read:

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3 C. ~~All~~ Employees shall notify human resources of any changes which affect their
4 personal status, such as changes in name, address, mail, telephone number, marital status or
5 eligible dependents.
6

7 SECTION 5. That Section 3.05.030 of the code be amended to read:

8
9 3.05.030 Inspection and confidentiality of records.

10 A. General information. Information as to the name, dates of employment,
11 classification title and salary of county employees is available for public inspection at times in
12 accordance with procedures prescribed by the director.

13 B. Confidential personnel records. Other employee information not designated in
14 A., shall be considered confidential and shall be available to the employee, the county
15 administrator, the corporation counsel, the employee's supervisor, department head, human
16 resources department and appropriate standing committee or body as determined by the director,
17 in consultation with corporation counsel, on a need-to-know basis as necessary in order to
18 perform their respective duties.

19 1. Employee requests for personnel records. An employee or his or
20 her representative shall, upon written request, be allowed to inspect any documents in the
21 employee's personnel file. The inspection shall take place during ~~working hours~~ a mutually
22 agreed upon time in the human resources department.

23 2. Third party open records requests ~~for personnel records~~. When a third
24 party makes an open records request ~~for is made for~~ personnel records, the director, in
25 consultation with corporation counsel, shall deny the request, shall balance the interests of the
26 public to be informed in public matters against the harm to employee reputations which would
27 likely result from the inspection and disclosure and release the records, or release the records
28 only, except in the instance of an internal investigation; whereas records may be released to
29 confidential parties, ie. Department of Workforce Development (DWD) , outside legal counsel,
30 etc., after a notice of impending release and the right of judicial review, where applicable, have
31 been provided to the employee, all in conformance with the Wisconsin Public Records Law.

32 C. Medical records. The right of an employee or ~~his or her~~ their representative to
33 inspect personnel records includes the right to inspect any personal medical records maintained
34 by the county. An employee must execute a medical release before ~~his or her~~ their medical
35 records are released to ~~his or her~~ their representative or a third party. If the director believes that
36 disclosure of an employee's medical records would have a detrimental effect on the employee,
37 the employer may release the medical records to the employee's physician or through a physician
38 designated by the employee, in which case the physician may release the medical records to the
39 employee or to the employee's immediate family. (Wis. Stat. § 103.13(5)). Requests by third
40 parties must be accompanied by a written release from the employee.

41 D. Applications. An applicant for a position may indicate in writing that he or she
42 does not wish ~~his or her~~ their identity to be revealed. Except with respect to an applicant who is
43 selected as a final candidate (1 of top 5) for a position, the County may not provide access to any
44 record related to the application that may reveal the applicant's identity.

1 SECTION 6. That Section 3.15.030 of the code be amended to read:

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3 3.15.030 Position and Full Time equivalency (FTE) establishment.

4 A. Authorization for all ~~regular position titles and full-time~~ equivalency or changes
5 therein is subject to the recommendation of the governing committee, the committee and
6 approval by the board.

7 B. Authorization for all temporary part-time, ~~casual~~, and seasonal positions or
8 changes therein shall be approved by the director, subject to departmental budgetary constraints.

9 C. Each full-time equivalency within a position title shall be determined and
10 designated as regular, ~~temporary part-time, casual~~, or seasonal.

11 D. ~~Authorization for the addition, reduction, or deletion of FTE within a position title~~
12 ~~is subject to the recommendation of the governing committee, the committee, and approval by~~
13 ~~the board.~~ Authorization for FTE change(s) outside of the budget process within a department is
14 subject to the recommendation of the governing committee, the committee, the Committee on
15 Finance and Budget, and approval by the board, when there is fiscal impact that amends the
16 department budget. All other FTE changes may be determined by the director with the approval
17 of the County Administrator or designee.

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19 SECTION 7. That Section 3.15.040 of the code be amended to read:

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21 3.15.040 Position descriptions. Position descriptions are necessary to establish a
22 distribution of duties and responsibilities that employees are expected to perform, as well as the
23 skills and aptitude necessary to fulfill the job responsibilities, to classify positions correctly, to
24 fix the appropriate pay for such positions and to develop valid employee selection procedures.

25 A. New position classification. The department head shall submit a completed
26 position requisition and supporting documentation to the director. The director or designee shall
27 prepare a new position description.

28 B. Changes in position descriptions. The department head shall notify the director
29 when changes in duties and responsibilities of positions and the required skills occur. Changes
30 will be made by the director or designee by amendment to the position description unless they
31 are so substantial as to make preparation of a new description desirable.

32 C. Records. An official position description for each county position shall be
33 maintained in the human resources department and, if required by law or regulation, in the
34 individual personnel folder.

35
36 SECTION 8. That Section 3.15.070 of the code be amended to read:

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38 3.15.070 Regular and project Position Titles.

39 A. The director shall maintain a list of ~~regular~~ position titles used in county service
40 which shall include the position title, number of FTE per position title, salary code and any
41 contingent conditions for specific positions. The list is available from human resources by
42 request.

43 B. Position title changes. Authorization for all title changes is subject to the
44 recommendations ~~of the governing committee and director and approval by the committee and~~
45 approval of the department head, the director, and of the county administrator. The governing
46 committee and the Human Resources Committee will be informed of the changes.

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48 SECTION 9. That Subsections B. & C. of Section 3.20.010 of the code be amended to
49 read:

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2 B. Eligible to participate in a group dental plan by paying the ~~entire~~ premium as
3 provided in the Employee Policy Manual.

4 C. Eligible to participate in the Wisconsin Retirement System (“WRS”) as
5 authorized by law. Each elected official is required to pay their share of the total WRS required
6 contributions. The county will pay only its share of the total WRS required contributions as
7 required by law. It is expressly recognized that these contributions may change, when the required
8 WRS rate is adjusted, as authorized by law.

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10 SECTION 10. That Subsection B. of Section 3.20.020 of the code be amended to read:

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12 B. Each supervisor shall be paid \$30.00 for each committee or county board meeting
13 he or she attends. Supervisors shall not receive per diem for attending a committee meeting held
14 within 1 hour prior to a county board meeting or held during a county board recess. Meeting and
15 mileage payments for attendance are not to exceed two meetings in any one day. Supervisors
16 shall not be paid for attending the meeting of a committee to which ~~he or she has~~ they have not
17 been appointed as provided by resolution or ordinance unless the chair of the committee certifies
18 in writing that ~~his or her~~ their attendance was requested. Any supervisor failing to answer at
19 least half of all roll call votes at any meeting of the board shall be considered absent for purposes
20 of receiving payment.

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22 SECTION 11. That Subsection C. of Section 3.20.030 of the code be amended to read:

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24 C. ~~The attendance of a member of the human resources committee at collective~~
25 ~~bargaining negotiation sessions, mediation sessions, grievance or interest arbitration hearings,~~
26 ~~unit clarification hearings, prohibited practice hearings or any other hearing authorized under the~~
27 ~~Wisconsin Municipal Employment Relations Act. A quorum of the committee shall act as the~~
28 ~~collective bargaining representative of the county board and shall oversee the Corporation~~
29 Counsel in conducting collective bargaining negotiations with represented employees over hours,
30 wages, benefits, and terms and conditions of employment in county service.

31
32 SECTION 12. That Subsection A. of Section 3.20.080 of the code be amended to read:

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34 A. Board of land use appeals, ADRC subcommittee on Older Americans Act
35 programs, human services board, land conservation commission, veterans service commission
36 ~~not to exceed 6 meetings per calendar year,~~ local emergency planning committee and housing
37 authority, and aging and disability resource center board: \$30.00;

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39 SECTION 13. That Subsection B. and paragraph 6. of Subsection C. of Section 3.20.090
40 of the code be amended to read:

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42 B. Each such official shall receive reimbursement only for mileage, meals and
43 lodging expenses incurred in the course of ~~his or her~~ their duties, in accordance with the
44 Employee Policy Manual.

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C. Compensation rates:

6. Circuit court officers shall be paid the hourly rate established at salary established by the Human Resources Department grade 801 step A, with a minimum 2 hours of call-in time on days where circuit court officers report for work and court is cancelled;

SECTION 14. That Subsections C. and D. of Section 3.85.005 be amended to read:

C. "Deputy sheriff" means such persons as are duly appointed by the sheriff to aid in the performance of ~~his or her~~ their duties, as set forth at Wis. Stat. § 59.27 under ~~his or her~~ their direction, and in the case of ~~his or her~~ their absence or disability, or a vacancy in ~~his or her~~ their office, who will perform all of the duties of the sheriff during such absence or until such vacancy is filled.

D. "Posse" means adult residents of the county summoned by the sheriff to assist ~~him~~ or her in times of public emergency for the purpose of preserving the public peace or for the pursuit of felons.

SECTION 15. That Subsection C of Section 3.85.030 be amended to read:

C. The undersheriff will receive an annual stipend of ~~\$1,500~~ \$2,080.

SECTION 16. That Section 3.85.035 be repealed.

ENACTED:

Committee on Human Resources

VOTE: _____ Aye _____ Nay

Dated this 15th day of March, 2024.

AMENDMENT #1 -FILE 23-24/069

3.05.030 Inspection and confidentiality of records.

B. Confidential personnel records. Other employee information not designated in A., shall be considered confidential and shall be available to the employee, the county administrator, the corporation counsel, the employee's supervisor, department head, and human resources department. ~~The and~~ appropriate standing committee or oversight body, ~~on a need-to-know basis as necessary~~ may be provided personnel records as determined by the director in consultation with corporation counsel and in compliance with all laws and in accordance with this section, in order to perform their respective duties.

AMENDMENT #2 -FILE 23-24/069

3.05.030 Inspection and confidentiality of records.

B. Confidential personnel records. Other employee information not designated in A., shall be considered confidential and shall be available to the employee, the county administrator, the corporation counsel, the employee's supervisor, department head, human resources department and appropriate standing committee or body as determined by the director in consultation with corporation counsel, on a need-to-know basis as necessary in order to perform their respective duties. The administrator shall seek the oversight committee/body's input for consideration by the administrator before doing a department head evaluation. When the majority of an oversight committee/body requests performance evaluations or disciplinary documentation from the personnel records of a department head, it shall be made available to the oversight committee/body. The administrator's performance evaluation and disciplinary documentation shall be available to county board supervisors when requested. Disclosure shall be done with guidance and consultation from the director and corporation counsel. Medical or other records excluded by state or federal laws shall not be provided.