



AGENDA

Committees on Human Resources

Friday, July 12, 2024, at 9:00 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=m968f672a2da30c931aa0b6c3fac16ad3>

Join by meeting number:

Meeting number: 2534 577 0359 Password: YNvJDw5fg57

Join by phone:

Dial in: 415-655-0001 Access Code: 2534 577 0359

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Review and approval of meeting minutes
 - February 23, 2024
 - May 14, 2024
5. Policy 303 social media presented by Beth Martin, Marketing Specialist and Richard Eaton, Assistant Corporation Counsel – **Discussion/Action**
6. FLSA Project Update by Director Eckman – **Information/Discussion**
7. Q2 Quarterly Report by Director Eckman - **Information/Discussion**
8. HR Department Survey Results by Director Eckman - **Information/Discussion**
9. Job Vacancy Report, by Brittany Buhrow – **Information/Discussion**
10. Future Agenda Items
 - On-call Policy
 - Benefits Policy
 - Travel & Mileage Reimbursement Policy
11. Announcements
12. Adjourn

Prepared by: Samantha Kraegenbrink – Executive Office Administrator

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



MINUTES

Committee on Human Resources

Date: February 23, 2024, at 8:30 a.m.

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

Present: Larry Hoekstra, Kirk Dahl, Katherine Schneider (remote), Allen Myren

Others: Samantha Kraegenbrink – Clerk, Tina Pommier, Angela Eckman, Kyle Welbes, Jon Johnson, Sharon McIlquham, Kathryn Schauf (remote), Amy Weiss (remote), Dave Riewestahl (remote), Bryan Bessa, Janet Quinn, Bethany Bremer, Sue McDonald

Call to Order and Confirmation of Meeting Notice

Chair Myren called the meeting to order at 8:30 a.m. and confirmed meeting notice.

Roll call

Roll call is listed above under present.

Public Comment

No members of the public wished to make comment.

Approval of Minutes for January 5, 2024

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

Ordinance: Elected Officials wage recommendations for 2024-2028

Director Eckman provided background. Motion by Supervisor Schneider to approve. By roll call vote, all in favor, motion approved.

File No. 23-24/085: Resolution to create 2.0 (FTE) Maintenance Supervisors in the Eau Claire County Highway Department

Commissioner Johnson provided background. Motion by Supervisor Hoekstra to approve the resolution as presented. By roll call vote, all in favor, motion approved.

Pay Differential policy changes

Director Eckman provided background on proposal for pay differential. Motion by Supervisor Hoekstra to approve. By roll call vote, all in favor, motion passes.

On-call Pay Policy

Director Eckman provided background on the proposal for an on-call pay policy change. The director advised after a cost analysis, there is no fiscal impact and there is small cost savings to the county. Motion by Supervisor Schneider. All in favor, motion passes.

Part-time employee classification with benefits

Director Eckman provided background. Motion by Supervisor Dahl. All in favor by voice vote, motion passes.

Vacancy Report

The vacancy report was reviewed, and committee members had the opportunity to ask questions.

Title 3

Motion by Supervisor Hoekstra to postpone to March 15, 2024. By roll call vote, all in favor.

Employee Policy Language Change

Motion by Supervisor Hoekstra to move item to next regular meeting. All in favor by voice vote.

Announcements

None.

Future Agenda Items

- a. Title 3 (Special Meeting)
- b. Employee Policy Language Change

The meeting was adjourned at 9:56 a.m.

Respectfully submitted,

Samantha Kraegenbrink - Clerk



MINUTES

Committees on Human Resources

Tuesday, May 14, 2024 at 9:00 a.m.

Location: 721 Oxford Ave, Eau Claire, WI • Room 1301/1302

Present: Jim Schumacher, Larry Hoekstra, Cory Sisk, Heather DeLuka, Allen Myren

Others: Samantha Kraegenbrink – Clerk, Kathryn Schauf, Bryan Bessa, Bethany Bremer, Angela Eckman, Sonja Leenhouts, Sharon McIlquham, Janet Quinn (remote)

Call to Order and Confirmation of Meeting Notice by pro-tem chair, Supervisor Allen Myren

Supervisor Allen Myren called the meeting to order at 9:00 a.m. and confirmed meeting notice.

Roll call

Roll call is indicated about under present.

Election of Chair

Supervisor Hoekstra nominates Supervisor Myren. No other nominations. Supervisor Myren accepts the nomination. All in favor, motion carries.

Election of Vice-chair

Supervisor Sisk nominates Supervisor Hoekstra. No other nominations. Supervisor Hoekstra accepts the nomination. All in favor, motion carries.

Public Comment

No members of the public wished to make comment.

Determine meeting schedule

Future meetings will be held on the second Friday of each month at 9:00 a.m.

Review and approval of meeting minutes from March 15, 2024, and April 3, 2024.

Motion by Supervisor Sisk to approve. No deletions, additions, or corrections. Supervisors Sisk, Myren, and Hoekstra unanimously approve. Supervisors DeLuka and Schumacher abstained as they were not appointed to the committee at that time.

Overview/Orientation of the Human Resources Department

Angela Eckman provided an overview of the Human Resources Department.

Quarter 1 2024 Report (Link: <https://shorturl.at/ouTY6>)

Angela Eckman provided an overview of the 2024 quarter 1 report.

Overview of the Compensation Project

Angela Eckman provided an overview of the compensation project.

Annual Outcome Report

Angela Eckman provided an overview of the annual outcome report.

Job Vacancy Report

Angela Eckman provided an overview of the job vacancy report.

Future Agenda Items

- File No. 23-24/096: Resolution abolishing current policy 521 – On Call Pay and replacing it with proposed policy 521 – On Call

Announcements

No announcements.

The meeting was adjourned at 9:56 a.m.

Respectfully submitted by,

Samantha Kraegenbrink
Executive Office Administrator

POLICY 303 SOCIAL MEDIA

1. Purpose. Eau Claire County permits departmental use of the internet, including social media sites, for legitimate business purposes that enhance the County's or the specific department's mission, vision, values, and/or goals. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Eau Claire County Departments may consider participating in social media formats to reach a broader audience. Eau Claire County encourages the use of social media outlets to further the goals of the County and the missions of its Departments where appropriate.

2. Scope.

1.1 This policy and procedure applies to all departments and employees, interns, or contractors of Eau Claire County contributing to blogs, Wikis, social networks, virtual worlds, or any other kind of social media both on and off County websites.

3. Definitions.

1.2—Social Media. A category of internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (e.g., Facebook, X, LinkedIn, etc.), microblogging sites (e.g., Tumblr, Nixle, RAVE, etc.), photo and video sharing sites (e.g., Flickr, YouTube, Instagram, Snapchat, TikTok, etc.), wikis (e.g., Wikipedia, etc.), blogs, online forums and discussion boards (including commenting online using media websites), and news sites (e.g., Digg, Reddit, etc.). Refers to content created by individuals with the use of various technologies for the purpose of information sharing through the Internet. Examples of social media are Blogs, Discussion Forums, Social Networking websites, Photo-sharing websites, Video-sharing websites, Wikis, and more.

1.3—Blog (short for web log). A type of website with regular diary style entries commonly displayed in reverse-chronological order. Entries usually contain commentary, descriptions of events, or other material such as graphics or video. Blog readers usually have the ability to leave comments.

1.4—Discussion Forum. An online discussion site where individuals can discuss topics by leaving messages and receiving responses. Many topics on forums can include questions, comparisons, polls of opinion, and debates.

1.5—Social Networking Websites. Focuses on the building of social networks or social relations among people. Social networking sites allow users to interact, share ideas, activities, events, and interests with people within their individual networks. Examples include Facebook, MySpace, Twitter, LinkedIn, etc.

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Effective Date: January 1, 2012

Revised Date: May 2013, June 2024

Eau Claire County
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~~1.6~~ ~~RSS~~. Short for Really Simple Syndication. Allows subscribers to receive content from blogs and other social media sites and have it delivered through a feed.

~~1.7~~ ~~Podcasts~~. Audio or video content that can be downloaded automatically through a subscription to a website so you can view or listen offline.

~~1.8~~ ~~Wiki~~. A website that allows the easy creation and editing of a number of interlinked web pages. They are often used to create collaborative websites, to power community websites, for personal note taking, and in corporate intranets.

3. Definitions

~~Employee Responsibility.~~

~~1. 4. Employee Responsibility.~~

~~1.0~~ Eau Claire County employees are responsible for appropriate use of social media in accordance with this policy.

~~1.1.1.2~~ Employees utilizing social media platforms will thoroughly review and abide by the Social Media policy in addition to signing Appendix 303 A (Social Media Acknowledgement Form).

~~1.2.1.3~~ Employees are expected to adhere to the highest ethical standards when conducting County business.

~~1.3.1.4~~ All use of social media must be able to withstand public scrutiny without embarrassment to Eau Claire County, its customers or its employees.

~~1.4.1.5~~ Employees found in violation of this policy may be subject to disciplinary action up to and including termination.

~~1.5.1.6~~ Upon change of job responsibilities or separation of employment, employees must surrender all login information and passwords.

~~2.0. Management Responsibility.~~

~~2.00.0~~ Eau Claire County managers and supervisors are responsible for ensuring the appropriate use of social media through training, supervising, coaching and when necessary, taking disciplinary action.

~~0.1~~ Department heads and supervisors will read and thoroughly review the Social Media Policy in addition to signing Appendix 303 A (Social Media Acknowledgement Form) with those employees they approve to utilize social media platforms.

~~2.10.2~~ A Department's decision to embrace social media is a risk-based business decision approved by the Department Head, County Administrator, and supported by a strategy that considers the

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department's mission, goals, audience, technical capabilities and potential benefits. A qualified county employee should be designated and responsible for overseeing the department's social media activity and policy compliance.

3.1. Policy Regarding Representation of County Using Social Media.

~~3.0~~ All Eau Claire County social media platforms must be approved by the County Administrator and the requesting Department Head. All content must be published using approved County social media platforms and tools. ~~Any content that might act as the "voice" or position of the County must be approved by the Department Director.~~

3.1.0 Whenever possible, links to more information should direct viewers back to Eau Claire County's official website for more information, forms, documents, or online services.

3.2.1.1 Social media sites are to be used to further the goals of Eau Claire County departments and provide a service to citizens. Appropriate time spent on updating social media sites should be discussed between the employee and ~~supervisor, and should not interfere with completion of other job duties-supervisor.~~ Department social media administrators shall review site activity and content regularly for exploitation and misuse.

3.3.1.2 Protect the privacy of yourself and others in the County. Do not disclose any personally identifiable information, ~~including but not limited such as social to,~~ social security numbers, phone numbers, addresses, or email addresses. You must also protect the privacy of any sensitive and confidential information the County holds.

3.4.1.3 Maintain privacy of yourself and others. Do not discuss a situation involving named or pictured individuals on a social media platform without their permission. As a guideline, do not post anything that you would not present in any public forum.

3.5.1.4 If posting a picture or video of an adult, the individual must consent to the use of their image on the social media site, by signing Appendix 303 B (Social Media Permission Form/Waiver), unless the picture or video was taken at a public event.

3.6.1.5 Pictures or videos of minors will not be posted unless the minor is unidentifiable, or a parent or legal guardian has signed Appendix 303 B (Social Media Permission Form/Waiver), granting permission to photograph, audiotape, videotape, publish and copyright images of their minor child. Pictures or videos must also adhere to copywrite use standards.

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3.71.6 It is the responsibility of the department to establish, publish, and update their pages on social media websites. It is the responsibility of the department to ensure that information is accurate and up-to-date.

3.81.7 Departments using social media sites must adhere to all applicable federal, state, and county laws, regulations, and policies. This includes all accessibility laws, copyright laws, public records laws, retention laws, fair use and financial disclosure laws and all other applicable other laws that might apply to the County. Departments should provide attribution as necessary.

3.91.8 Employees may not post employment recommendations or references for current or former employees of Eau Claire County on any social media site. All requests for recommendations or references should be directed to the Human Resources Department. Employees should use the following response to requests for recommendations and/or references:

3.9.1 —“Thank you for your request for a recommendation. Unfortunately, I am unable to provide you with a recommendation due to county policy. Our Human Resources Department provides all references and recommendations. Best of luck in your future endeavors.

~~3.10 Administrative duties must be assigned/unassigned appropriately. Login information, including User ID's and passwords, must be provided to the Supervisor upon request. Any information posted is considered an extension of Eau Claire County and must be relayed with the utmost level of professionalism. Information should be meaningful, accurate, and respectful.~~

3.111.9 All social media platforms will clearly indicate they are owned and maintained by Eau Claire County and will have Eau Claire County contact information prominently displayed.

3.121.10 Eau Claire County logos, marks, and insignia approved by Department Head and County Administrator may be used on County social media platforms owned and maintained exclusively for County business and County purposes.

1.11 Those in charge of publishing and updating within each Department must monitor any comments made by the public. Social media sites are a public forum. Comments containing any of the following should be removed immediately. Eau Claire County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Employees will consult with corporation counsel prior to removal of posts.

3.131.12

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~~3.13.1~~ Comments unrelated to the particular site or content on the site;

~~3.13.21.12.1~~ Profane language or content;

~~3.13.31.12.2~~ Content that is discriminatory on the basis of race, creed, color, age, religion, gender, marital status, status with regards to public assistance, national origin, physical or mental disability, or sexual orientation;

~~3.13.41.12.3~~ Sexual content or links to sexual content;

~~3.13.51.12.4~~ Comments containing personally identifiable medical or health information;

~~3.13.6~~ Solicitations of commerce or endorsements of products and/or services;

~~3.13.71.12.5~~ Conduct that is illegal;

~~3.13.81.12.6~~ Content that violates legal ownership interest of any other party;

~~3.13.91.12.7~~ External links constituting official endorsement or representative views on behalf of Eau Claire County;

~~3.13.101.12.8~~ Content promoting political purposes, a political candidate, or party;

~~3.13.111.12.9~~ Other non-topically related content outside the limited public forum established to discuss Eau Claire County issues, operations and services;

~~3.13.121.12.10~~ Information that compromises the safety and security of the public.

~~3.141.13~~ Eau Claire County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Employees will consult with corporation counsel for any questions.

4.2. Policy Regarding Personal Use of Social Media.

~~4.02.0~~ If one should identify themselves as a County employee during their use of social media on a personal level, your profile and any related content should be

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consistent with how you wish to present yourself to your colleagues, supervisors, and the public.

4.12.1 Make it clear that you are speaking for yourself and not on behalf of Eau Claire County. If any information posted is related in any way to the work you do or any topics related to the County, a disclaimer must be used such as. “ The opinions expressed on this site are my own and do not reflect the opinions of Eau Claire County.”

~~4.2.2 There is a limited amount of personal use that is permitted during scheduled work hours at Eau Claire County. Employees should be as conservative as possible during such personal use and time spent on social media sites should be limited to personal break times. Use of social media for personal use should not in no way interfere with job duties.~~

~~4.3.3~~ Personal social media platforms may be subject to legal discovery including subpoenas in legal proceedings.

~~4.4 Employees are discouraged from sending or receiving Facebook friend requests to or from their Department Head or Department Supervisors.~~

~~4.5.4~~ Employees will not use their Eau Claire County email address for their login to their personal social media profiles.

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5.3. Appendices

[5.03.0](#) Social Media Permission Form (Appendix 303 A)

[5.13.1](#) Social Media Permission Form/Waiver (Appendix 303-B)

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POLICY 303 SOCIAL MEDIA

1. **Purpose.** Eau Claire County permits departmental use of the internet, including social media sites, for legitimate business purposes that enhance the County's or the specific department's mission, vision, values, and/or goals.
2. **Scope.**
 - 2.1 This policy and procedure applies to all departments and employees, interns, or contractors of Eau Claire County contributing to blogs, Wikis, social networks, virtual worlds, or any other kind of social media both on and off County websites.
3. **Definitions.**
 - 3.1 **Social Media.** A category of internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (e.g. Facebook, X, LinkedIn, etc.), microblogging sites (e.g., Tumblr, Nixle, RAVE, etc.), photo and video sharing sites (e.g., Flickr, YouTube, Instagram, Snapchat, TikTok, etc.), wikis (e.g., Wikipedia, etc.), blogs, online forums and discussion boards (including commenting online using media websites), and news sites (e.g., Digg, Reddit, etc.).
4. **Employee Responsibility.**
 - 4.1 Eau Claire County employees are responsible for appropriate use of social media in accordance with this policy.
 - 4.2 Employees utilizing social media platforms will thoroughly review and abide by the Social Media policy in addition to signing Appendix 303 A (Social Media Acknowledgement Form).
 - 4.3 Employees are expected to adhere to the highest ethical standards when conducting County business.
 - 4.4 All use of social media must be able to withstand public scrutiny without embarrassment to Eau Claire County, its customers or its employees.
 - 4.5 Employees found in violation of this policy may be subject to disciplinary action up to and including termination.
 - 4.6 Upon change of job responsibilities or separation of employment, employees must surrender all login information and passwords.

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5. Management Responsibility.

- 5.1 Eau Claire County managers and supervisors are responsible for ensuring the appropriate use of social media through training, supervising, coaching and when necessary, taking disciplinary action.
- 5.2 Department heads and supervisors will read and thoroughly review the Social Media Policy in addition to signing Appendix 303 A (Social Media Acknowledgement Form) with those employees they approve to utilize social media platforms.
- 5.3 A Department's decision to embrace social media is a risk-based business decision approved by the Department Head, County Administrator, and supported by a strategy that considers the department's mission, goals, audience, technical capabilities and potential benefits. A qualified county employee should be designated and responsible for overseeing the department's social media activity and policy compliance.

6. Policy Regarding Representation of County Using Social Media.

- 6.1 All Eau Claire County social media platforms must be approved by the County Administrator and the requesting Department Head. All content must be published using approved County social media platforms and tools.
- 6.2 Whenever possible, links to more information should direct viewers back to Eau Claire County's official website for more information, forms, documents, or online services.
- 6.3 Social media sites are to be used to further the goals of Eau Claire County departments and provide a service to citizens. Appropriate time spent on updating social media sites should be discussed between the employee and supervisor. Department social media administrators shall review site activity and content regularly for exploitation and misuse.
- 6.4 Protect the privacy of yourself and others in the County. Do not disclose any personally identifiable information, including but not limited to, social security numbers, phone numbers, addresses, or email addresses. You must also protect the privacy of any sensitive and confidential information the County holds.
- 6.5 Maintain privacy of yourself and others. Do not discuss a situation involving named or pictured individuals on a social media platform without their

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permission. As a guideline, do not post anything that you would not present in any public forum.

- 6.6 If posting a picture or video of an adult, the individual must consent to the use of their image on the social media site, by signing Appendix 303 B (Social Media Permission Form/Waiver), unless the picture or video was taken at a public event.
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- 6.8 It is the responsibility of the department to establish, publish, and update their pages on social media websites. It is the responsibility of the department to ensure that information is accurate and up to date.
- 6.9 Departments using social media sites must adhere to all applicable federal, state, and county laws, regulations, and policies. This includes all accessibility laws, copyright laws, public records laws, retention laws, fair use and financial disclosure laws and all other applicable laws that might apply to the County. Departments should provide attribution as necessary.
- 6.10 Employees may not post employment recommendations or references for current or former employees of Eau Claire County on any social media site. All requests for recommendations or references should be directed to the Human Resources Department. Employees should use the following response to requests for recommendations and/or references:
 - 6.10.1 “Thank you for your request for a recommendation. Unfortunately, I am unable to provide you with a recommendation due to county policy. Our Human Resources Department provides all references and recommendations. Best of luck in your future endeavors.”
- 6.11 Administrative duties must be assigned/unassigned appropriately.
- 6.12 All social media platforms will clearly indicate they are owned and maintained by Eau Claire County and will have Eau Claire County contact information prominently displayed.

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- 6.13 Eau Claire County logos, marks, and insignia approved by Department Head and County Administrator may be used on County social media platforms owned and maintained exclusively for County business and County purposes.
 - 6.14 Those in charge of publishing and updating within each Department must monitor any comments made by the public. Social media sites are a public forum. Eau Claire County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Employees will consult with corporation counsel prior to removal of posts.
7. Policy Regarding Personal Use of Social Media.
- 7.1 If one should identify themselves as a County employee during their use of social media on a personal level, your profile and any related content should be consistent with how you wish to present yourself to your colleagues, supervisors, and the public.
 - 7.2 Make it clear that you are speaking for yourself and not on behalf of Eau Claire County. If any information posted is related in any way to the work you do or any topics related to the County, a disclaimer must be used such as. "The opinions expressed on this site are my own and do not reflect the opinions of Eau Claire County."
 - 7.3 Use of social media for personal use should not interfere with job duties.
 - 7.4 Personal social media platforms may be subject to legal discover including subpoenas in legal proceedings.
 - 7.5 Employees will not use their Eau Claire County email address for their login to their personal social media profiles.

POLICY 303 SOCIAL MEDIA

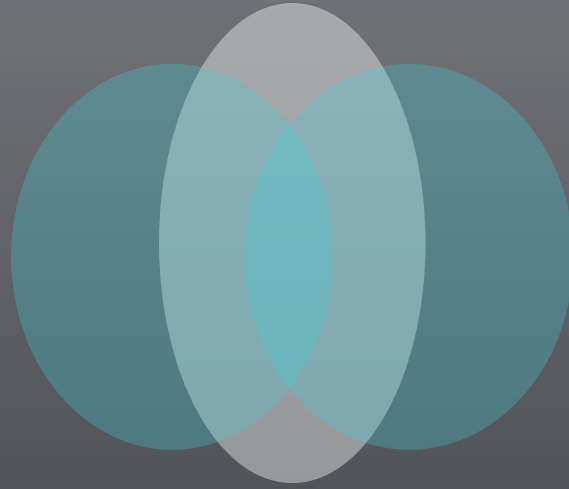
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8. Appendices

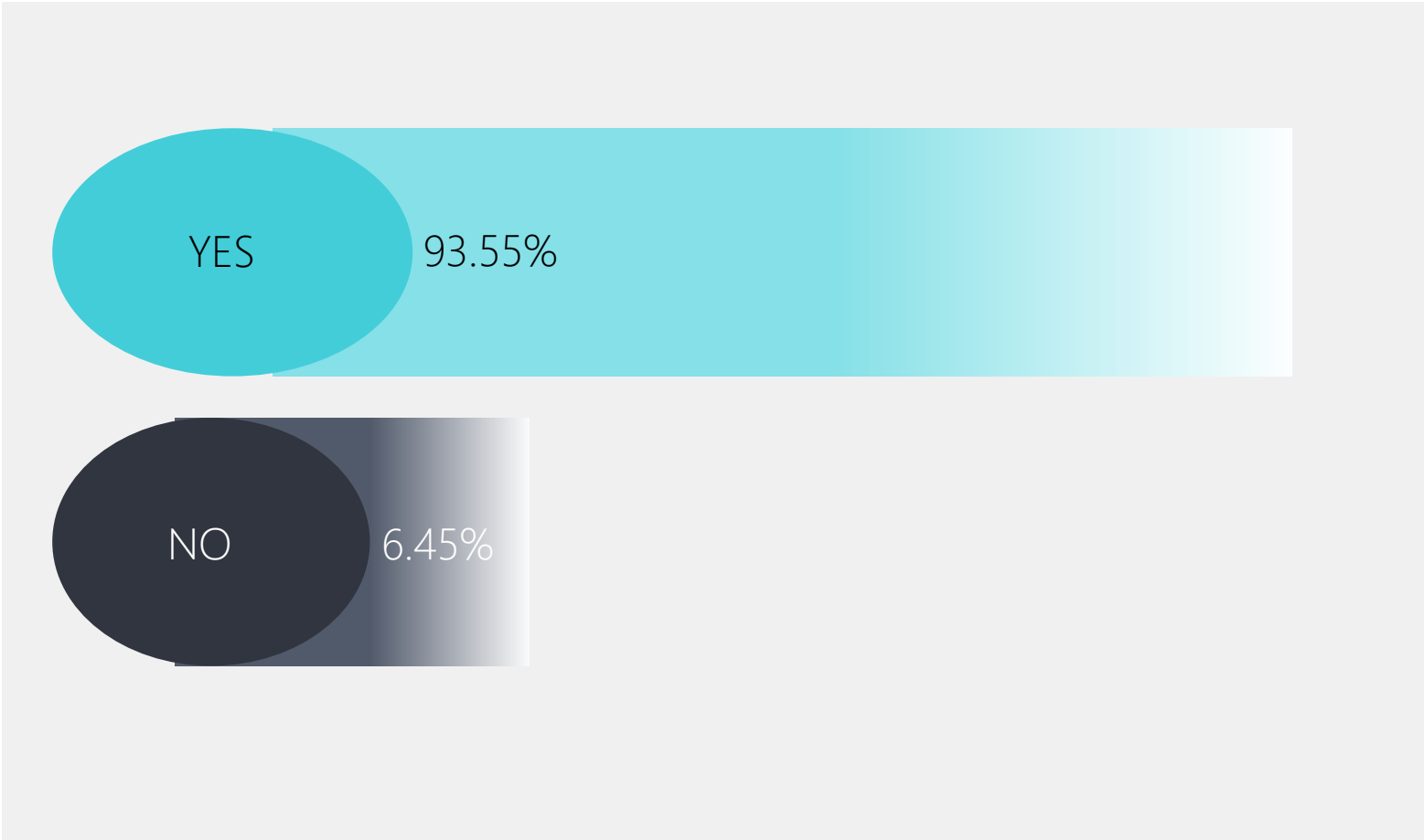
- 8.1 Social Media Permission Form (Appendix 303 A)
- 8.2 Social Media Permission Form/Waiver (Appendix 303-B)



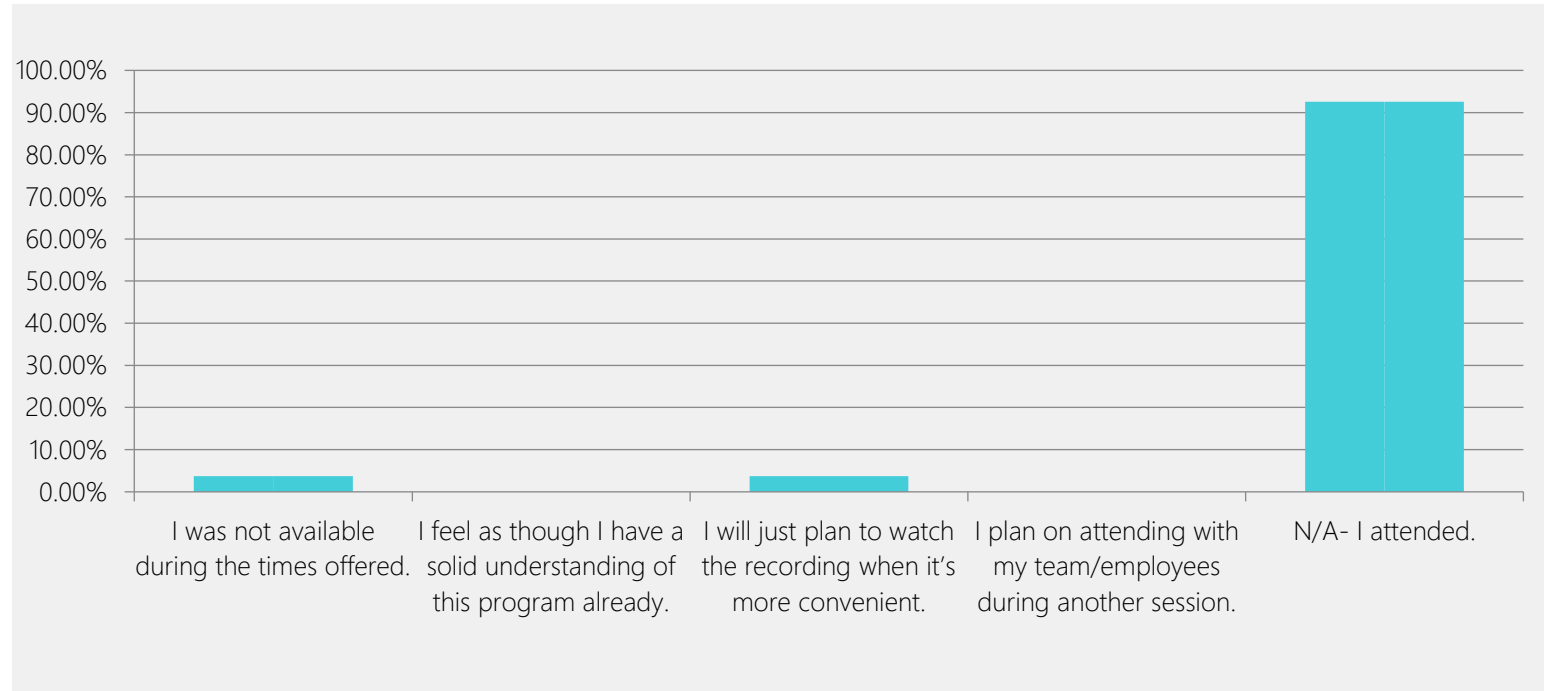
PERFORMANCE MANAGEMENT SURVEY



Were you able to attend the most recent Performance Management & Employee Development training?

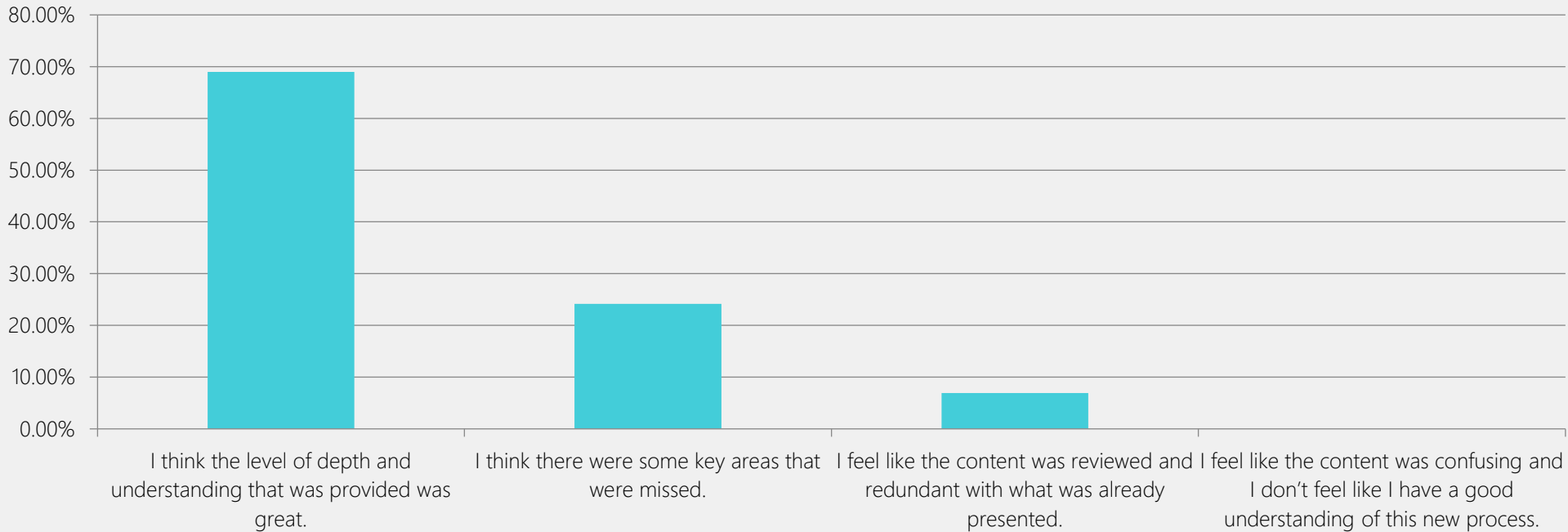


If you were not in attendance, what was the reason for not attending?



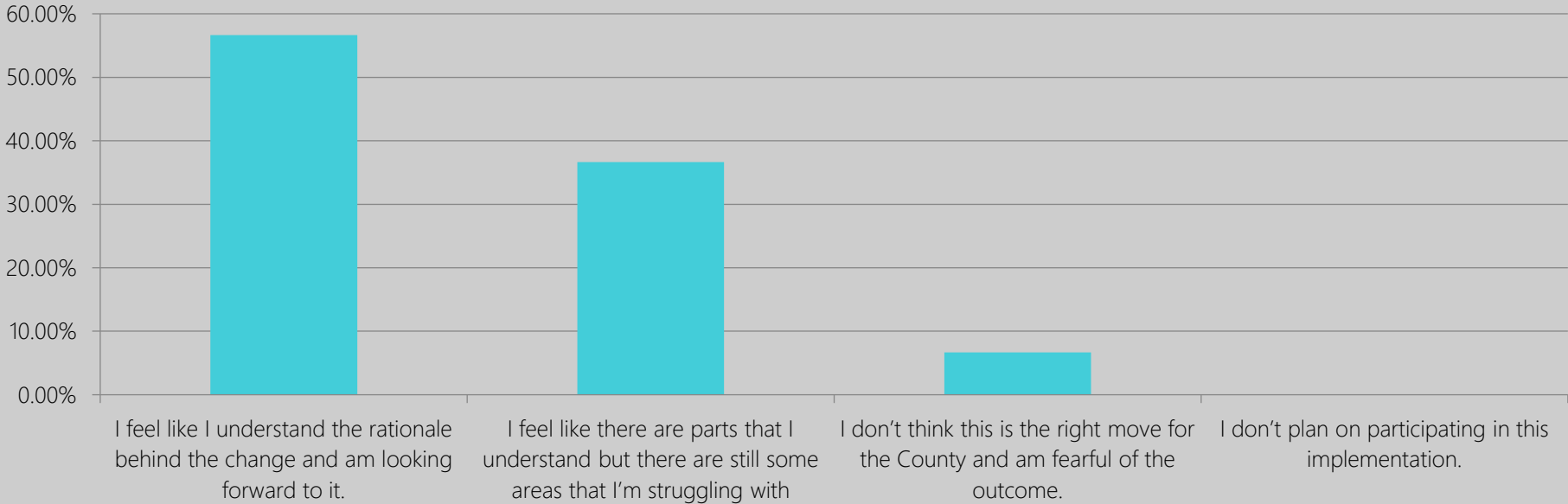
I was not available during the times offered.	3.70%	1
I feel as though I have a solid understanding of this program already.	0.00%	0
I will just plan to watch the recording when it's more convenient.	3.70%	1
I plan on attending with my team/employees during another session.	0.00%	0
N/A- I attended.	92.59%	25
	Answered	27
	Skipped	4

How did you feel about the content that was covered?



I think the level of depth and understanding that was provided was great.	68.97%	20
I think there were some key areas that were missed.	24.14%	7
I feel like the content was reviewed and redundant with what was already presented.	6.90%	2
I feel like the content was confusing and I don't feel like I have a good understanding of this new process.	0.00%	0
	Answered	29
	Skipped	2

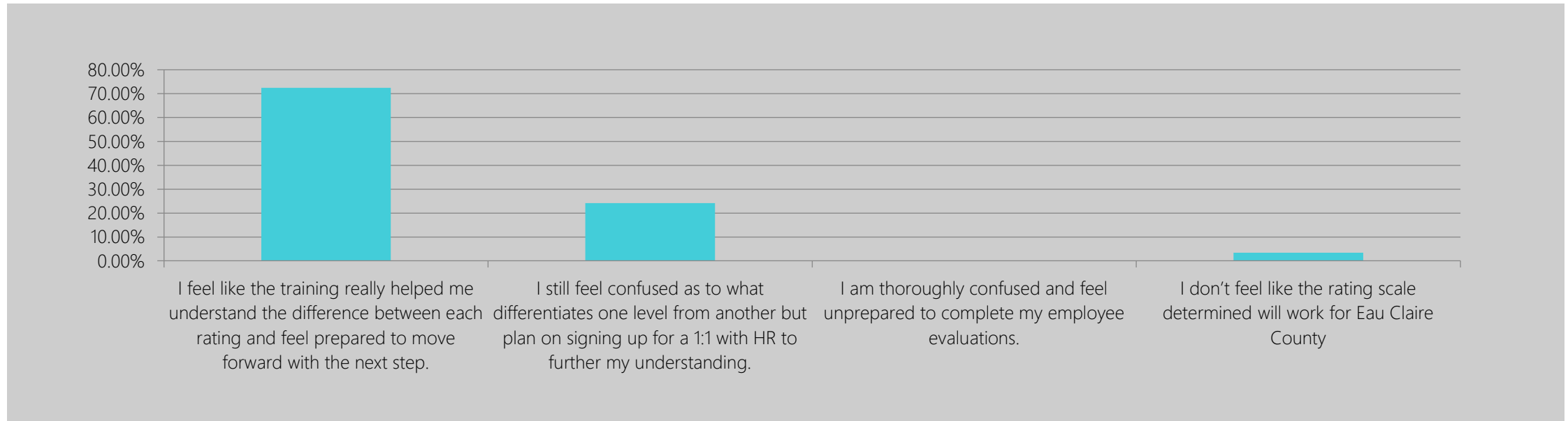
The transition to a merit-based incentive is a new process to the County, how do you feel about your level of understanding of the new program/process?



I feel like I understand the rationale behind the change and am looking forward to it.	56.67%	17
I feel like there are parts that I understand but there are still some areas that I'm struggling with	36.67%	11
I don't think this is the right move for the County and am fearful of the outcome.	6.67%	2
I don't plan on participating in this implementation.	0.00%	0
	Answered	30
	Skipped	1

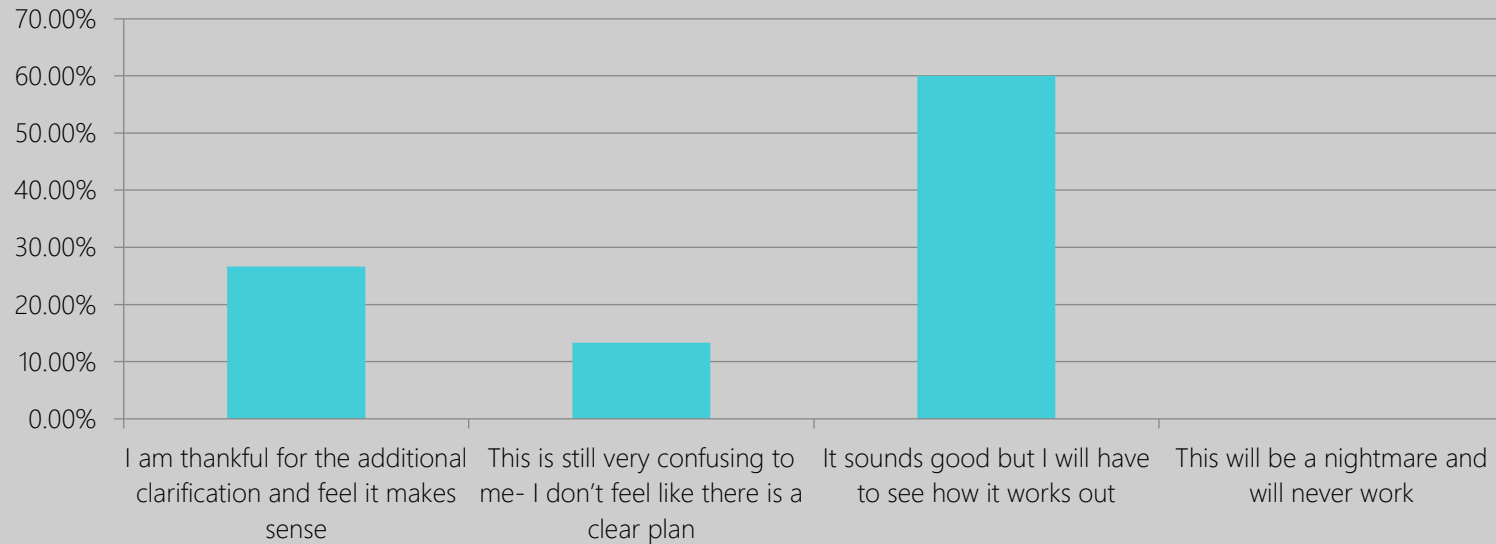
Rating Scale: How do you feel about your level of understanding the new rating scale?

1-Unsatisfactory, 2-Development Opportunity, 3-Successful Performer, 4-Exceeds Expectations, and 5-Exemplary



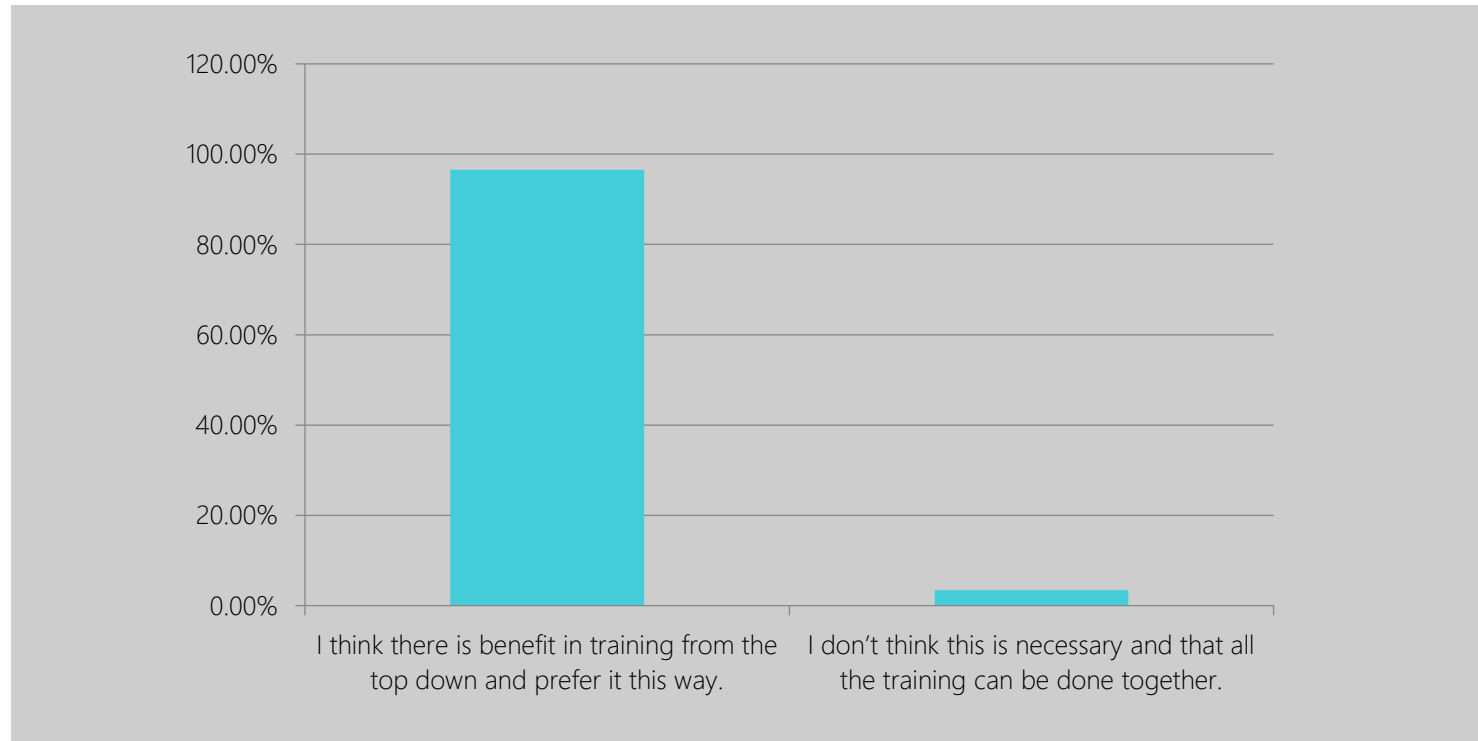
I feel like the training really helped me understand the difference between each rating and feel prepared to move forward with the next step.	72.41%	21
I still feel confused as to what differentiates one level from another but plan on signing up for a 1:1 with HR to further my understanding.	24.14%	7
I am thoroughly confused and feel unprepared to complete my employee evaluations.	0.00%	0
I don't feel like the rating scale determined will work for Eau Claire County	3.45%	1
	Answered	29
	Skipped	2

Funding- In the training, there was a slide around how the merit incentive program is going to be funded and distributed.
 How would you rate your level of understanding of the funding schedule?



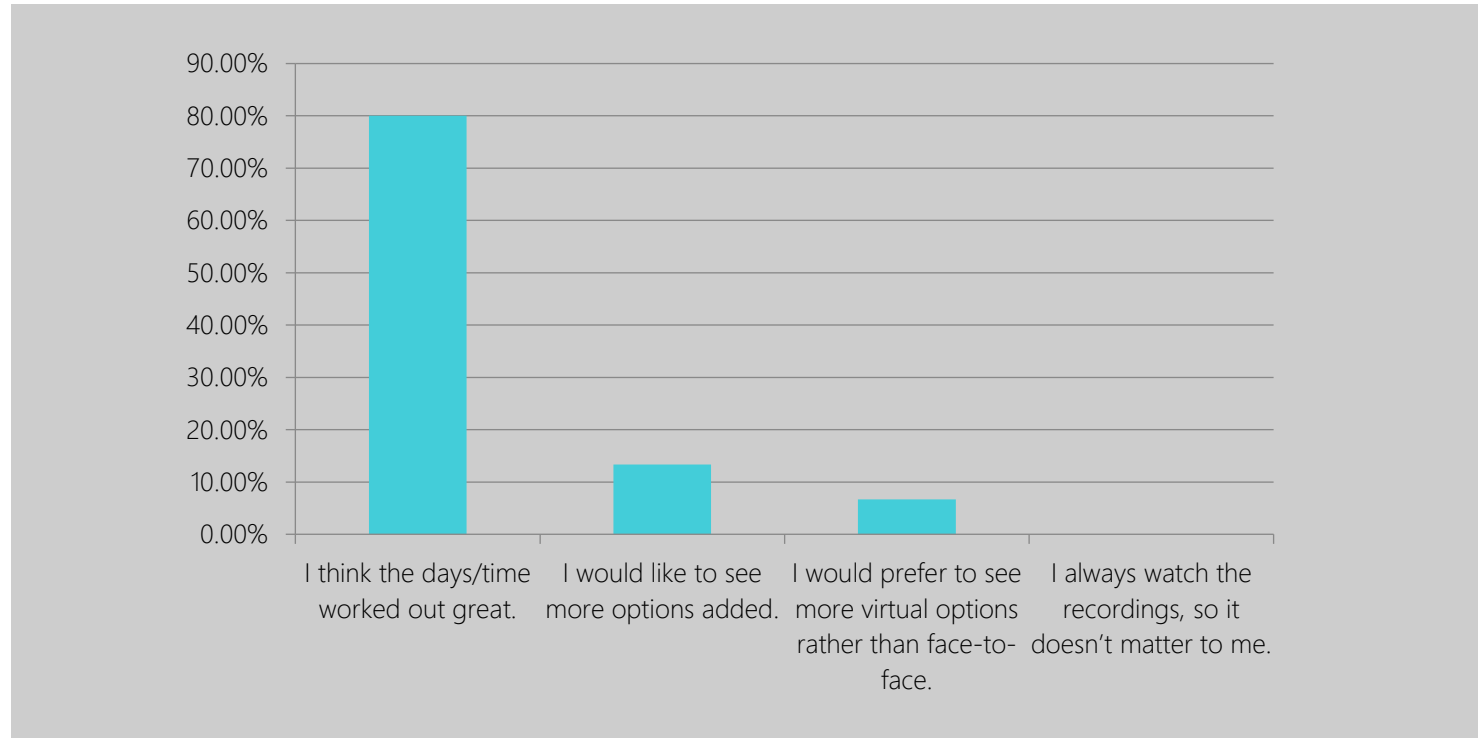
I am thankful for the additional clarification and feel it makes sense	26.67%	8
This is still very confusing to me- I don't feel like there is a clear plan	13.33%	4
It sounds good but I will have to see how it works out	60.00%	18
This will be a nightmare and will never work	0.00%	0
	Answered	30
	Skipped	1

How do you feel about training the Dept Heads first, followed by the Managers/Supervisors and then training ALL employees the following week?



I think there is benefit in training from the top down and prefer it this way.	96.55%	28
I don't think this is necessary and that all the training can be done together.	3.45%	1
	Answered	29
	Skipped	2

How did you feel about the day & times that training was offered?



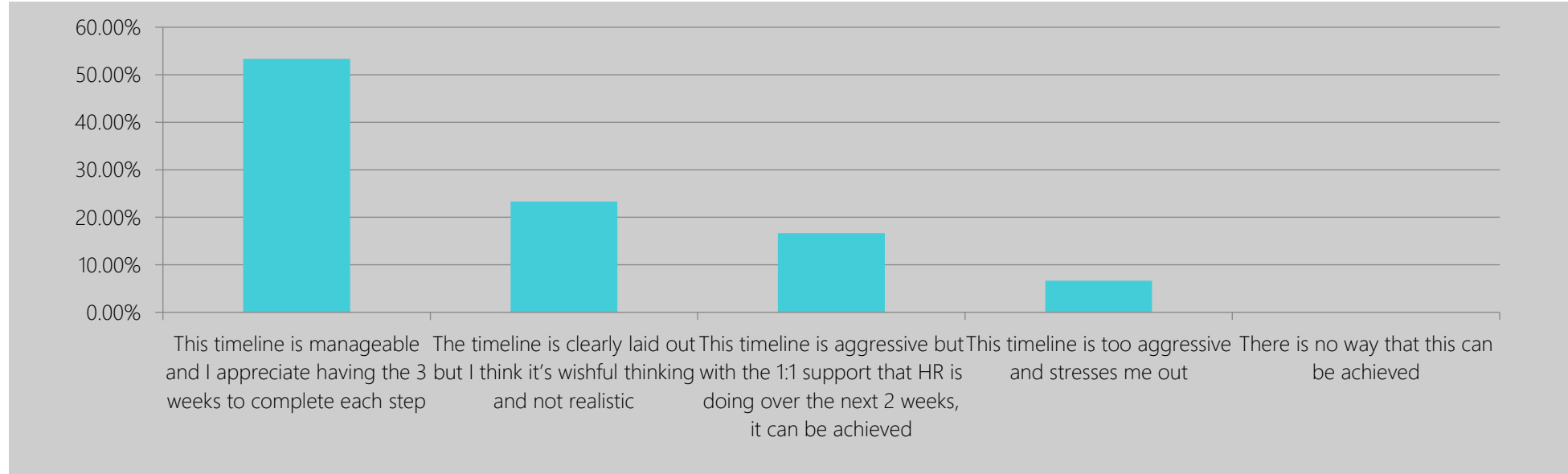
I think the days/time worked out great.	80.00%	24
I would like to see more options added.	13.33%	4
I would prefer to see more virtual options rather than face-to-face.	6.67%	2
I always watch the recordings, so it doesn't matter to me.	0.00%	0
	Answered	30
	Skipped	1

How do you feel about the progression timeline of next steps?

April 29-May 10th for self-evaluation

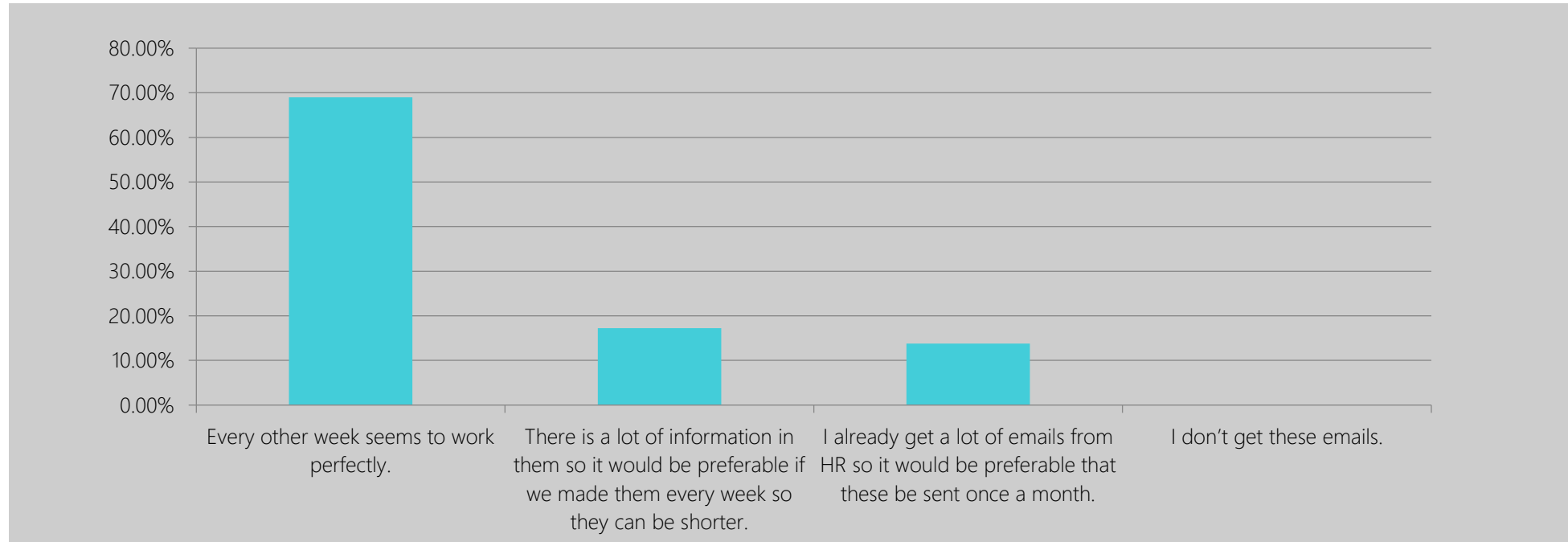
May 20- June 7th for manager evaluation completion

June 10th- 28th for final discussion with employees.



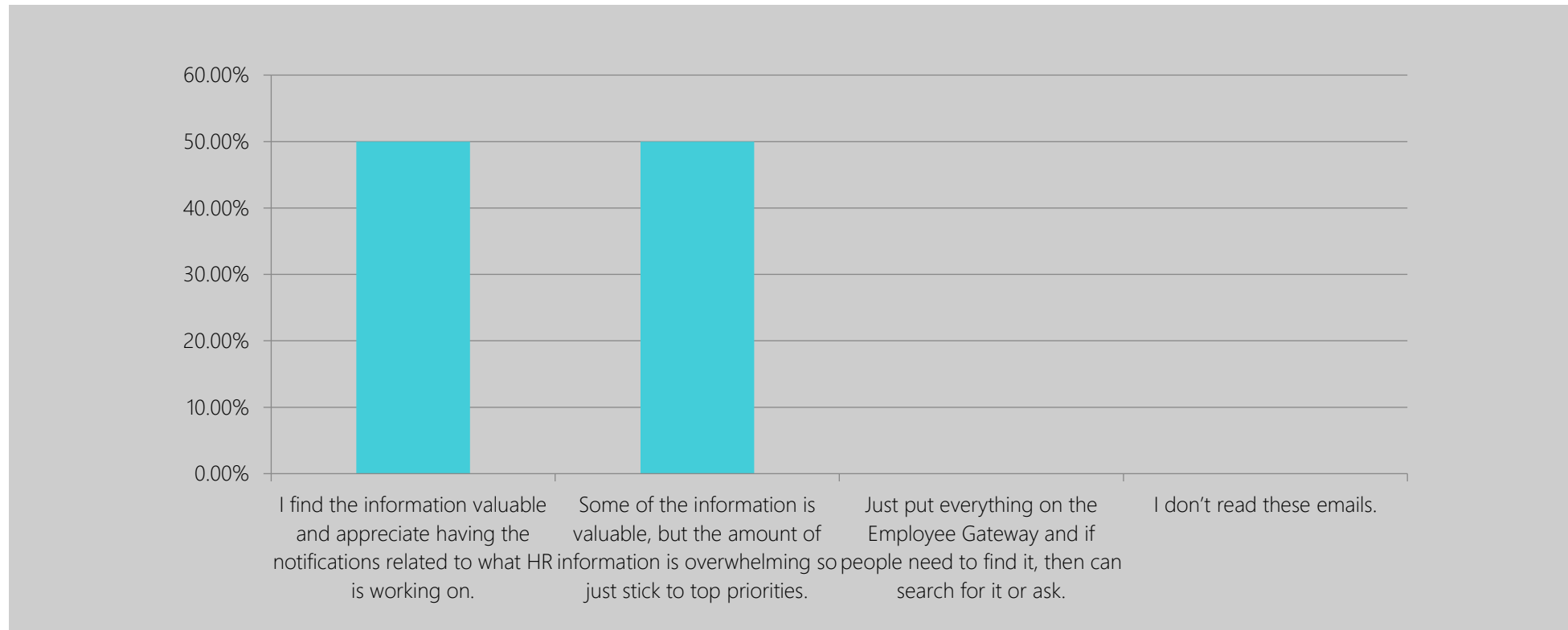
This timeline is manageable, and I appreciate having the 3 weeks to complete each step	53.33%	16
The timeline is clearly laid out, but I think it's wishful thinking and not realistic	23.33%	7
This timeline is aggressive but with the 1:1 support that HR is doing over the next 2 weeks, it can be achieved	16.67%	5
This timeline is too aggressive and stresses me out	6.67%	2
There is no way that this can be achieved	0.00%	0
	Answered	30
	Skipped	1

The C3 updates are provided every other Friday. How do you feel about the frequency?



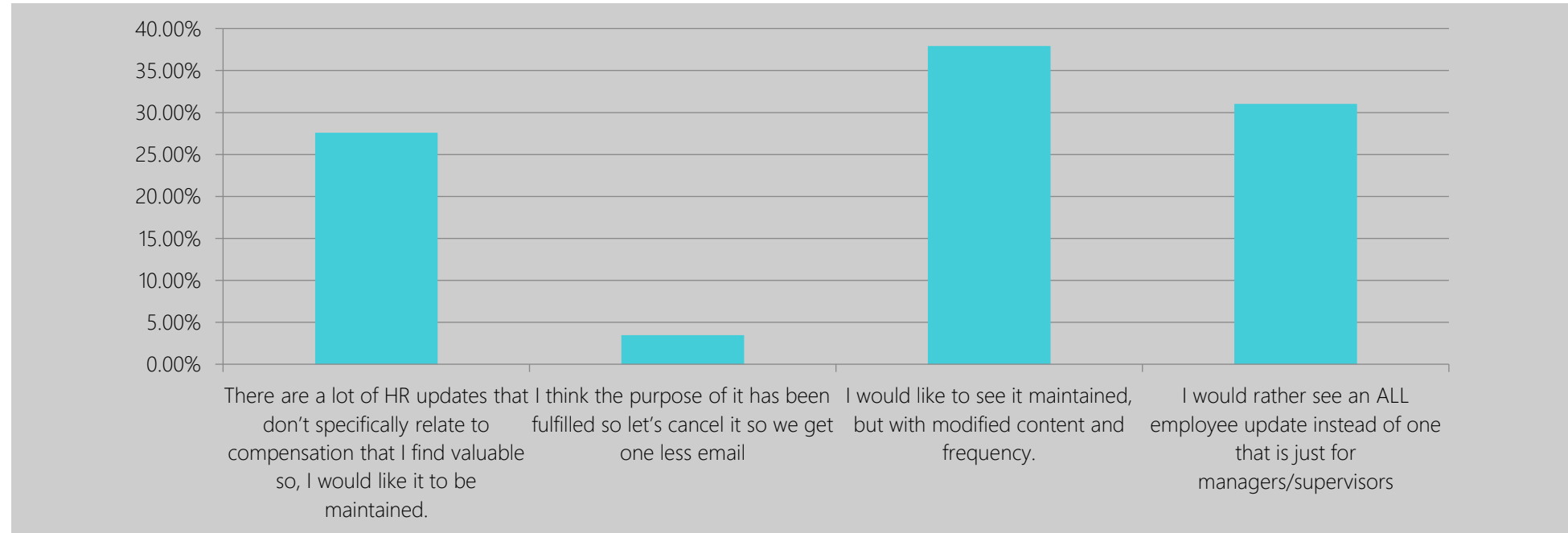
Every other week seems to work perfectly.	68.97%	20
There is a lot of information in them so it would be preferable if we made them every week so they can be shorter.	17.24%	5
I already get a lot of emails from HR so it would be preferable that these be sent once a month.	13.79%	4
I don't get these emails.	0.00%	0
	Answered	29
	Skipped	2

How do you feel about the content provided in the C3 updates?



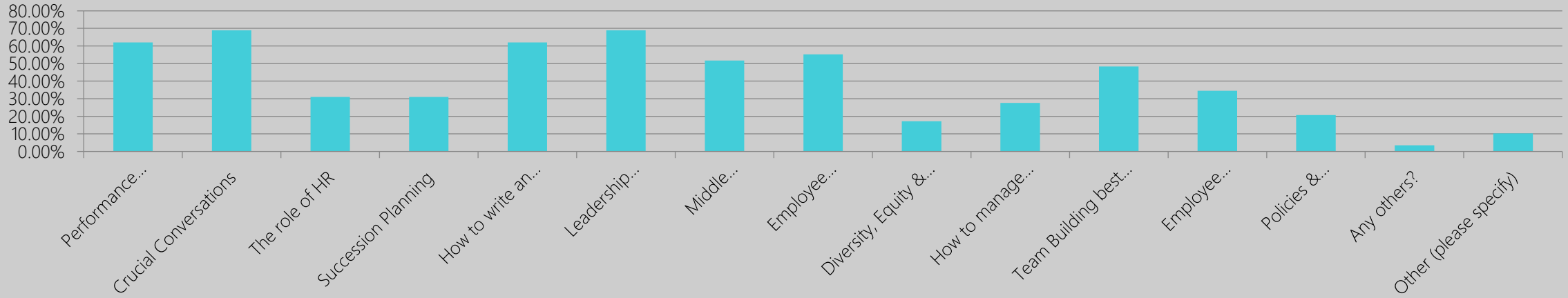
I find the information valuable and appreciate having the notifications related to what HR is working on.	50.00%	15
Some of the information is valuable, but the amount of information is overwhelming so just stick to top priorities.	50.00%	15
Just put everything on the Employee Gateway and if people need to find it, then can search for it or ask.	0.00%	0
I don't read these emails.	0.00%	0
	Answered	30
	Skipped	1

The intent of the C3 updates was to keep managers/supervisors informed throughout the compensation project. Now that we are wrapping up that project, how do you feel about the continuation of the C3 updates?



There are a lot of HR updates that don't specifically relate to compensation that I find valuable so, I would like it to be maintained.	27.59%	8
I think the purpose of it has been fulfilled so let's cancel it so we get one less email	3.45%	1
I would like to see it maintained, but with modified content and frequency.	37.93%	11
I would rather see an ALL employee update instead of one that is just for managers/supervisors	31.03%	9
	Answered	29
	Skipped	2

In an effort to meet your training needs, please select any/all training topics that you would like to see HR provide training on.



Performance Management	62.07%	18
Crucial Conversations	68.97%	20
The role of HR	31.03%	9
Succession Planning	31.03%	9
How to write an ESP/MSP (Employee or Manager Strengthening Plan) or a CAP (Corrective Action Plan)	62.07%	18
Leadership Development- how to understand yourself as a leader.	68.97%	20
Middle Management- how to lead and be led.	51.72%	15
Employee Engagement/Dis-engagement.	55.17%	16
Diversity, Equity & Inclusion- learning how to lead a diverse workforce.	17.24%	5
How to manage remotely	27.59%	8
Team Building best practices.	48.28%	14
Employee Feedback- how to gather employee feedback	34.48%	10
Policies & Procedures (Understanding & Interpretations)- please list any that would be priority for you	20.69%	6
Any others?	3.45%	1
Other (please specify)	10.34%	3
	Answered	29
	Skipped	2

Please list any Policy(s) & Procedure(s) that you would like HR to provide better understanding or interpretation of.

1. Travel and mileage reimbursement
2. Telecommuting
3. PTO

Please rate how HR is doing in the following areas:
 "TRAINING & DEVELOPMENT".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
3.70%	11.11%	51.85%	33.33%	0.00%	3.15%
1	3	14	9	0	27

Please rate how HR is doing in the following areas:
"BENEFITS".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
0.00%	10.71%	60.71%	21.43%	7.14%	3.25%
0	3	17	6	2	28

Please rate how HR is doing in the following areas:
 "RECRUITMENT".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
3.57%	17.86%	53.57%	17.86%	7.14%	
1	5	15	5	2	28

Please rate how HR is doing in the following areas:
 "FMLA (FAMILY MEDICAL LEAVE ACT)".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
0.00%	15.38%	69.23%	11.54%	3.85%	3.04%
0	4	18	3	1	26

Please rate how HR is doing in the following areas:
"EMPLOYEE GRIEVANCE".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
3.70%	18.52%	66.67%	11.11%	0.00%	2.85%
1	5	18	3	0	27

Please rate how HR is doing in the following areas:
"COMMUNICATION".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
0.00%	7.41%	33.33%	59.26%	0.00	3.52%
0	2	9	16	0	27

Please rate how HR is doing in the following areas:
"ENGAGEMENT".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
3.57%	3.57%	35.71%	50.00%	7.14%	3.54%
1	1	10	14	2	28

Please rate how HR is doing in the following areas:
"LEADERSHIP".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
3.57%	14.29%	32.14%	42.86%	7.14%	3.36%
1	4	9	12	2	28

Please rate how HR is doing in the following areas:
"POLICY & PROCEDURE".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
0.00%	25.93%	62.96%	11.11%	0.00%	2.85%
0	7	17	3	0	27

Please rate how HR is doing in the following areas:
"COMPENSATION PROJECT".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
0.00%	7.41%	51.85%	37.04%	3.70%	3.37%
0	2	14	10	1	27

Please rate how HR is doing in the following areas:
"FORMS & RESOURCES".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
0.00%	7.69%	69.23%	19.23%	3.85%	3.19%
0	2	18	5	1	26

Please rate how HR is doing in the following areas:
 "MANAGER/SUPERVISOR SUPPORT".



Unsatisfactory	Development Opportunity	Successful	Exceeds Expectations	Exemplary	Total
3.57%	21.43%	46.43%	21.43%	7.14%	3.07%
1	6	13	6	2	28

What would you like us to continue doing?

1. Keeping us informed so we can keep our employees informed
2. Trainings or resources for leaders/management. The leadership class was excellent
3. Previously, we barely knew HR was available. Thank you for your visibility and availability.
4. Developing capacity of leaders and employees
5. Love the communication! And staff pictures & org chart in Quantum. And the fun things like hot chocolate bar & breakfast.
6. I value training so always welcome further training on leadership.
7. Communication, send C3 communication that pertain to all staff to all staff.
8. Fun events and activities
9. Provide access to meetings/training materials and recordings.
10. The availability and timeliness of the staff in HR department to assist the staff within the organization has been great. Having HR in interviews has been very helpful. Having HR explain the changes to the organization whether good or bad, it used to be management always had to sell the idea and we were not always adequately prepared.
11. Regular communication updates

What would you like us to stop doing?

1. Nothing. You're doing a great job!
2. There was one question in this survey I didn't answer because my response wasn't included. If you send out more surveys it would be great if you'd also include more text boxes or see if you can capture a wider range of responses.
3. I would like the C3 updates to just be written for everyone if they're being sent to everyone anyway. The wording is confusing when it's written for managers but then sent to everyone - i.e. "schedule your 1:1 with HR..." but that's misleading so takes some interpretation for staff. Transparency is awesome, but it's still okay and normal to have some messaging written and sent to management, and some messaging written and sent to all employees.
4. C3 updates are great, hard to distinguish what is new information vs what is old information. Also, if it is something we are to share with all staff, just send it to all staff immediately, it is hard to make sure all supervisors share the information the same and timely. Sometimes creates confusion.
5. Supporting poor performance of leaders and address real issues that are happening.
6. Keep the C3 info bites to what's happening now or highlighting the big stuff. It can be hard to weed through all of it, although I do try not to miss anything.
7. Going past scheduled end times for meetings.

What would you like us to work on?

1. As a relatively new supervisor; I would like more mentorship/training in how to be the best manager for my team
2. It's really hard for me and my staff to respond quickly to training requests/opportunities. Often our schedule is booked out 2-3 months in advance and the demand of having to rearrange--cancelling sessions, individual staff/supervisor 1x1; and trying to prioritize double-books meetings--is very stressful. Early and precise planning would be very helpful.
3. During the next Deputy WPPA contract negotiations, present to the union the pay-for-performance scale and do what you can to get them to agree to it.
4. Providing more interactions with Managers'/Supervisors
5. Simplify communications
6. If possible, I think it would be great if HR loaded photos and job titles into Quantum b/c a lot of people won't actually go do that but it's not very helpful without at least job titles. We also need more advanced notice for meetings/trainings. Sending calendar invites sooner for upcoming trainings and meetings
7. Update Policy Manual to reflect changes that have been made. Update existing policies to reflect changes made in other areas Ex. Promotion Policy of step 1 or 5%, when you have a completely new compensation program. Sharing of information is great, but when the answer is not black and white it's typical of employees in this organization to assume the worst based on past experience. Ex. Performance pay to Merit pay with unknown amount to shell out, then relate it to budget with Sacred Heart Crisis, employees immediately say there will be no money for us and this whole thing is more work for no pay.
8. Supporting employees on the real issues happening in their current roles.
9. Allow Q/A time during the manager sessions of trainings; it would be helpful to hear what questions managers have for performance management or other topics.
10. Training on how to have effective performance management conversations

How would you rate the HR team overall?

1. Good
2. Excellent! You have changed my perception of HR. Starting with friendly and welcoming staff. I don't feel judged asking questions or for help. I appreciate the support and resources offered.
3. The team has dramatically improved since Angela was hired! Heading in the right direction.
4. I think the HR team is trying to create positive change--both operationally and culturally--in a very disorganized environment. They appear genuine and dedicated. This is hard work.
5. Continues to improve.
6. Excellent
7. I cannot believe how much you all have accomplished in the last year! I hope you're taking care of yourselves too :) (I left a couple of the above measures empty b/c I don't feel I have experience/an opinion...employee grievance, FMLA, forms & resources). This is also unrelated but #4 of this survey...I checked "I understand and look forward to it" but those are very different things. I understand it...I do not look forward to it. Overall, thank you for trying to breathe life into this place!
8. I really think HR has a stellar team and have done wonderful things to promote positive change. thank you for all that you do!
9. We appreciate your hard work!
10. Successful!
11. Awesome!!!!!!!!!!
12. YOU GALS (and BESSA) ROCK!!!!
13. HR Team has been very good to work with, I am super thankful for all their hard work, and it is appreciated. This has been a very supportive group, and we have much better working relationships than in the past. 8/10
14. Exemplary
15. 1-10: 1
16. The team is doing well---I can't imagine the hours that have been put into all of this in such a short time!! Keep up the good work and showing us your commitment and involvement to all staff who work at ECC! Thanks!
17. Absolutely excellent.
18. Much better

THANK YOU



Providing quality, innovative and cost-effective services that safeguard and enhance well-being

2024 QUARTER #2 | HUMAN RESOURCES

SELECTED PERFORMANCE MEASURES

- FILLED 40 POSITIONS
- HAD 30 EMPLOYEE'S TURNOVER
 - 3 INVOLUNTARY
 - 6 OUTGOING COUNTY BOARD MEMBERS
 - 21 VOLUNTARY
 - 13 ANOTHER JOB OFFER
 - 2 MOVED OUT OF THE AREA
 - 3 RETIREMENTS
 - 3 INTERNSHIPS/SEASONAL
- COUNTY COMPLETED **618** ANNUAL PERFORMANCE EVALUATIONS
 - 517 EMPLOYEE REVIEWS
 - 101 MANAGER REVIEWS
- OVERALL PERFORMANCE REVIEW METRICS
 - **EMPLOYEE**
 - 3.17 OUT OF 5 OVERALL
 - MOST FAVORABLE CATEGORY-
 - COOPERATION & TEAMWORK- 3.28/5
 - LEAST FAVORABLE CATEGORY-
 - TRAINING & DEVELOPMENT- 3.1/5
 - **MANAGEMENT**
 - 3.27 OUT OF 5 OVERALL
 - MOST FAVORABLE CATEGORY-
 - TAKING INITIATIVE- 3.49/5
 - LEAST FAVORABLE CATEGORY-
 - EMPLOYEE COACHING & MENTORING- 3.12/5

SUMMARY OF CURRENT ACTIVITIES

- HR has completed Phase 4 of the compensation analysis, which was updating position titling, grid level & exemption status. This resulted in 145 positions being re-titled and impacting 397 total employees
- Uploaded individual job descriptions and organizational charts to employee gateway (intranet) for internal access and transparency
- Completed an FLSA (Fair Labor Standards Act) Audit through a 3rd party at a minimal cost of \$1,890, to ensure compliance with the upcoming DOL (Department of Labor) wage & classification updates for January 2025.
 - Initial results recommend the follow 2 actions:
 - Increase the entry point of grade level 11 up \$.40 (no employees currently impacted)
 - Adjust 42 positions in 13 different departments from exempt (salaried) to non-exempt (hourly).

Our Core Behaviors:

Proactive Ownership | Infinite Possibilities | Customer First | Stronger Together | Ardent Learners | Unwavering Respect

- HR has requested additional rationale for each position recommendation and will be meeting with impacted departments to discuss next steps.

Grade	A	B	C	D	E
1	\$ 14.50	\$ 15.66	\$ 16.91	\$ 18.60	\$ 20.46
2	\$ 15.52	\$ 16.76	\$ 18.10	\$ 19.91	\$ 21.90
3	\$ 16.60	\$ 17.93	\$ 19.36	\$ 21.30	\$ 23.43
4	\$ 17.76	\$ 19.18	\$ 20.72	\$ 22.79	\$ 25.07
5	\$ 19.01	\$ 20.53	\$ 22.17	\$ 24.39	\$ 26.82
6	\$ 20.34	\$ 21.96	\$ 23.72	\$ 26.09	\$ 28.70
7	\$ 21.76	\$ 23.50	\$ 25.38	\$ 27.92	\$ 30.71
8	\$ 23.28	\$ 25.15	\$ 27.16	\$ 29.87	\$ 32.86
9	\$ 24.80	\$ 26.78	\$ 28.92	\$ 31.82	\$ 35.00
10	\$ 26.29	\$ 28.39	\$ 30.66	\$ 33.72	\$ 37.10
11	\$ 27.86	\$ 32.50	\$ 35.75	\$ 39.32	

ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS

- Current health insurance rates have been reported as coming in extremely high from surrounding Counties (20%+ increases). Currently, Eau Claire County is closely monitoring our MLR (Medical Loss Ratio) and have a 12% rate cap for 2025 as long as the MLR continues to come in at 100% or less. (currently at 90% through 1st quarter 2024)
- Currently participating in discussions related to a new co-op health insurance plan model, led by JA Counter. This model would consist of participation from a consortium of employers throughout the central part of the state to leverage local providers at a reduced rate. This model would move to a self-funded platform for potential cost savings and could go into effect as soon as January 1, 2025.
- Conduct a full RFP (Request For Proposal) for life insurance

STRATEGIC INITIATIVES (GREEN / AMBER / RED)

Strategic Initiative: Enhance employment engagement and resilience.

Key Initiative/Action Items: Create a comprehensive plan to start implementing “stay interviews” to better understand turnover

- Recruiting Manager will create a strategic plan to create and conduct “stay interviews” across the organization at a variety of levels & demographics. - GREEN
- Analyze and provide a comprehensive analysis that outlines the motivations, frustrations & opportunities for improvement- GREEN

Key Initiative/Action Items: Review the reward and employee recognition programs.

- Review the current “Employee Shoutout” program and compare results with other options to determine effectiveness- AMBER

Key Initiative/Action Items: FMLA (Family Medical Leave Act)

- Review cost and utilization of the current policy and compare against other alternatives (specifically, the 2-week paid benefit)- AMBER
- Implement a new software to help manage both FMLA and Military Leaves. Cancelling FMLA Source and transitioning to Stiira at a recognized cost savings of \$3,000+ annually with increased capabilities for employee & manager access, reporting capabilities and integration with our current time keeping systems.- AMBER

GOALS FOR NEXT QUARTER

- 1- Implement Goal Setting across the County starting July/August 2025
- 2- Set-up Quarterly Conversations Template for 3rd & 4th quarters in 2025
- 3- Conduct a full review of all the background screenings for each position and look for opportunities for cost savings and increased efficiencies.
- 4- Policy updates; on-call, benefits & training

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Vacancy Breakdown 7.9.24

Sheriff Office

Total Vacancies: 14 Full-time 1.0FTE

Positions:

Correction officers: 10 vacancies (Full-time 1.0FTE)

Pre-employment: 1 candidate waiting to complete

Interviews: 7/17

Patrol Deputy: 2 vacancies (Full-time 1.0FTE)

Start Date: Internal transfer date to be determined

Requisition: waiting on approval

Lieutenant: 1 vacancy position, on hold

Corporal: 1 vacancy

Requisition: waiting on

Airport:

Total Vacancies: 1

Positions

Custodian: on hold

Clerk of Courts:

Total Vacancies: 2 vacancies (1 Full-time 1.0FTE)

Positions:

Legal Specialist II: 2 vacancies

Interviews: 7/17

District Attorney:

Total Vacancies: 2

Positions

Criminal Trial Prosecutor: 1 vacancy (LTE)

Interview: 7/11

Victim Witness Specialist: On hold

Highway:

Total Vacancies: 7 vacancies (Full-time 1.0 FTE)

Positions:

Heavy Equipment Operator: 6 vacancies (Full-time 1.0FTE)

Background/pre-employment: 4 candidates waiting on results

Mechanic: 1 vacancy (Full-time 1.0FTE)

Posted: continuously until filled

Human Services:

Total Vacancies: 17 vacancies (14 Full-time 1.0FTE, 3 0.5FTE)

Positions:

Operations Supervisor: 1 vacancy (Full-time 1.0FTE)

Posting: waiting on requisition

CCS Regional Project Coordinator: 1 vacancy (Part-time 0.5FTE),

Offer: Sent waiting on background items

Crisis Social Worker: 2 Vacancy (Full-time 1.0FTE) On hold

CCS Service Facilitator: 2 vacancy (Full-time 1.0FTE)

Interviews: 7/10

Start Date: 1 candidate 8/5/24

CLTS Social Worker: 3 Vacancy (Full-time, 1.0FTE)

Posting: waiting on requisition

Juvenile Detention Worker: 3 Vacancies (1 Full-time 1.0 FTE, 2 Part-time 0.5FTE)

Offer: waiting on rate approval/verbal acceptance for the two part-time; full-time position waiting on pre-employment results

Assistant Director: 1 vacancy (Full-time 1.0FTE)

Start Date: 8/5/2024

IPS Social Worker: 1 vacancy (Full-time 1.0FTE)

Interviews: scheduling

Foster Care Coordinator: 1 vacancy (Full-time 1.0FTE)

Posted: closes 7/24/24

Economic Support Specialist 1 vacancy (Full-time 1.0FTE)

Interviews: 7/19/24

Senior Social Worker: 1 vacancy (Full-time 1.0FTE)
Posting: need requisition

Planning & Development

Total Vacancies: 1

Positions

Environmental Engineer: 1 vacancy (Full-time 1.0FTE)

Interview: 7/16/24

Parks & Forest

Total Vacancies: 1

Positions

Park Supervisor 1 vacancy (Full-time 1.0FTE)

Offer: waiting on verbal acceptance