

PERSONNEL
April 29, 2020

Call to order The meeting was called to order at 10:01 a.m. by Chairman Brad Steiner. Committee members present were Larry Kelley, Carl Orr, Duane Rogers and Gerry Krachey. Also present were Cheri Leachman, Human Resources, County Board Chairman Tom Cornford, Treasurer Deanne Lutz, Property Lister Gigi Collins, Human Services Director Dan McWilliams, ADRC Director Roby Fuller , Commissioner Kyle Kozelka and Clerk Janet Geisler.

Verify posting The Chairman verified that the meeting notice was properly posted.

App of minutes Kelley moved, Rogers seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.

**Comp time,overtime
On-call time** Cheri Leachman, Human Resources, distributed the proposed changes to the policy.

The biggest change will be that overtime will now be calculated weekly instead of daily. Only hours that are actually worked would be used to calculate overtime. This does not include comp time, sick time or vacation. Overtime needs to be approved in advance when possible. Employees will be encouraged to flex time which must be taken during the same week to avoid overtime. Employees that get called to work outside of their regular work hours will receive a minimum of two hours pay at the overtime rate.

Comp time hours will now be earned only on actual hours worked. Employees are encouraged to flex hours during the same week that comp time is earned if possible.

Exempt employees and department heads are now able to accrue comp time up to their normal work week.

Commissioner Kyle Kozelka would like to discuss the policy with the Highway employees before it is approved.

Cheri explained that an event that qualified for overtime could be for something that happened before the regular work day began but not for regular work during the day. If the work day is extended because of an event, the employee will be paid overtime from the end of the work day to the end of the event.

Kelley moved, Orr seconded to approve forwarding the policy changes on to County Board for their June meeting. The motion carried with no negative votes cast.

Vacation time

Cheri Leachman, Human Resources, distributed the proposed changes to the policy.

In the Personnel policy the Highway department accumulates their vacation time at a different rate than other employees. The proposed changes would have all employees accumulating vacation at the same rate. It will be necessary to go back to January 1st to accumulate their time. Some employees may need to get additional time to catch them up.

Krachey moved, Orr seconded to approve forwarding the vacation policy on to County Board for their June meeting. The motion carried with no negative votes cast.

COVID-19 updates

Cheri Leachman, Human Resources, advised that there are 9 people participating in Emergency FMLA; 9 people participating in Emergency Sick Leave and 28 people participating in temporary advance payment of comp time. Cheri advised that all but two departments have employees working from home. This could change how business is done for a long time. There could be a lot of telecommuting.

Employee hires

Dan McWilliams advised that Kelly Gardner was hired as a Social Worker II and began work on March 23rd. Kyle Kozelka advised that Dylan Mallat was hired as a Fabricator/Mechanic/Patrolman and will begin work on April 30th.

There was much discussion on the hiring process. The committee thought that they still had the final decision on hiring. It was clarified from a previous meeting that Human Resources and the department head can make the decision regarding who to hire. The committee would still like to have the candidates ranked and have that information presented to the committee. The committee also stated that they should give permission in order to post for a position opening. The candidates could begin working before the Personnel Committee meets.

Dan McWilliams advised that he will be having a Social Worker position opening.

Kelley moved, Rogers seconded to approve the request to post for a Social Worker position. The motion carried with no negative votes cast.

Roby Fuller advised that she will be having a Clerk III position opening.

Orr moved, Krachey seconded to approve the request to post for a Clerk III position. The motion carried with no negative votes cast.

Next meeting

May 27, 2020 at 10:00 a.m.

Adjourn

Krachey moved, Orr seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:24 a.m.

**Janet Geisler
County Clerk**