

COUNTY BOARD STAFF COMMITTEE
November 22, 2011

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Podzilni, Kraft, Brill, Peer, Yankee.

Committee Members Absent: Supervisors Arnold, Bussie, Collins, Jensen.

Staff Members Present: Craig Knutson, County Administrator; Dave O'Connell, Human Resources Director; Jeff Smith, Finance Director; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Eugene Dumas, Deputy Corporation Counsel; Lori Pope, Assistant Human Resources Director.

Others Present: None.

Approval of Agenda. Mr. Knutson said there is a transfer for Human Resources we are requesting action on. Supervisor Yankee moved approval of the agenda with this transfer included, second by Supervisor Peer. ADOPTED.

Approval of Minutes. Supervisor Peer moved approval of the minutes of November 1, 2011 and November 8, 2011 as presented, second by Supervisor Brill. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Bills/Encumbrances.

Prepaid Budget	\$	369.00
County Board		1,249.53
Human Resources		5,476.33
Risk Management		220.68

Supervisor Kraft moved approval of the above Bills and Encumbrances for the County Board Staff Committee, second by Supervisor Yankee. ADOPTED.

Transfer

Human Resources

<u>From</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
08-1420-0000-62108	\$ 7,000	08-1420-0000-63107	\$ 7,000
Labor Negotiations		Public & Legal Notices	
08-1420-0000-64200	2,000	08-1420-0000-63100	2,000
Training Expense		Office Supplies	

Supervisor Brill moved approval of the above Transfers for the County Board Staff Committee, second by Supervisor Kraft. ADOPTED.

Review and Possible Action on Changes to the Administrative Policy and Procedures Manual. Mr. O’Connell said these are the changes made to the Rock County Administrative Policy and Procedure Manual mostly in the Human Resources sections. In most cases these were necessitated by the changes to the Collective Bargain Law. They were made after meet and confer sessions with the unions. An explanation for the changes in each section is listed in red and is as follows:

Pages 1-2, Policy #1.01, Introduction – changed from “Forward” to “Introduction” and talks about the changes necessitated by the Governor’s “Budget Repair Bill” and the need to put language from the eight current labor contracts that will go away as of January 1, 2012.

Page 3, Policy #1.02, Compliance – this section is new and contains standard language recommended by attorneys who made presentations at the SHRM and WPELRA conferences.

Page 4, Policy #1.04, Open Communication – to reflect that all forms of harassment are covered.

Page 5, Policy #3.01, Safety Policy – this is a new Policy and supports the language written into the Personnel Ordinance.

Page 6, Policy #5.02, Automobile Liability Insurance – this is to cover employees currently covered by two labor agreements whose employees are required to use their own vehicles to transport clients. This language comes out of those existing labor contracts.

Pages 7-10, Policy 5.04, Compensatory Time – this cleans up the language that covers all employees and preserves the benefit from each of the union agreements.

Pages 11-13, Policy #5.06, Educational Reimbursement – this new language was retained from the current labor agreements and applies to employees in these unions.

Pages 14-22, Policy #5.12, Family and Medical Leave Act – the one change on page 6 of this policy reflects the current practice.

Page 23, Policy #5.13, Filling Vacancies – this new language was standardized to cover all vacancies and allows us to select the best candidate who fits the needs, mission and values of the department.

Pages 24-26, Policy #5.15, Harassment Prohibited – this cleans up the language to put it more in line with the County Ordinance.

Page 27, Policy #5.16, Hazard Pay – this covers only employees in AFCSME 1077 assigned to patrol duties on an Interstate Highway.

Pages 28-30, Policy #5.17, Health Insurance – this is new language because most all employees will now be covered under Health Plan 6. It also recognizes the current language in the AFSCME 1258 contract that says part-time employees in AFSCME 1258 shall pay a “prorata” share of their health insurance premium.

Pages 31-35, Policy #5.18, Holiday Pay – this creates general language and then lists specific language by union. Page 32 has a typo in the second line “(a)” should “(8)”.

Page 36, Policy #5.22, Job Posting – this standardizes the postings and they are maintained by Human Resources.

Pages 37-40, Policy #5.24, Layoff Procedure – this is new to help minimize the amount of bumping and puts less people at risk for being bumped. Also, paragraph “K” was handed out at the meeting and the Committee agreed to consider this addition part of the Manual.

Pages 41-42, Policy #5.25, Licenses – this language was contained in several of the labor contracts and was added to this Manual.

Pages 43-46, Policy #5.26, Medical Leave of Absence non-FMLA – the first part of this section is to standardize the language, the rest of the section incorporates language from the labor contracts.

Pages 47-48, Policy #5.30, Overtime Procedures – this is to standardize the language.

Pages 49-59, Policy #5.31, Overtime and After Hours Payments – the first part of this section used to be in the ordinance and addressed overtime for unilaterals it was felt it was better placed in this Manual. Three major changes to current language makes it possible for: 1) the JDC hours changed and they will have an equalization bank so all staff will be able to attend staff meetings, 2) a mobile crisis unit, and 3) a new intake procedure for the JDC.

Page 60, Policy #5.36, Resignations and Eligibility for Rehire – this cleans up the language and preserves AMHS language.

Pages 61-63, Policy #5.37, Shift Differential – this maintains the language from each of the labor units.

Pages 64-66, Policy #5.38, Sick Leave Payout – this maintains the language for each labor unit.

Page 67, Policy #5.39, Smoking Regulation – this maintains the current policy language and cleans up some grammar to make the intent clearer.

Pages 68-69, Policy #5.40, Step Progression – this maintains the language for each labor unit.

Page 70, Policy #5.42, Transfer – this standardizes the language.

Pages 71-72, Policy #5.43, Trial Period on Promotion/Demotion – this maintains the current language from existing labor contracts and general language on demotion that applies to everyone.

Pages 73-74, Policy #5.45, Uniform/Equipment Allowance – this maintains the current language and rates from the current labor contracts.

Pages 75-76, Policy #5.46, Union/Association Business – this is a compilation of language from the current eight contracts.

Pages 77-79, Policy #5.47, Vacation Schedules – these are from the existing labor contracts.

Page 80, Policy #5.50, Weapons – a clean up of existing language and a reference to the County's new Concealed Carry Resolution.

Pages 81-84, Policy #5.51, Worker's Compensation/Employee on the Job Injury Procedure – a clean up of existing language and inclusion of supplemental worker's compensation coverage for each of the current agreements.

Supervisor Brill moved approval of the Rock County Administrative Policy and Procedure Manual as updated, second by Supervisor Yankee. ADOPTED.

Mr. Knutson said he wished to recognize and thank Mr. O'Connell and Ms. Pope for all the hours they put in on updating this Manual.

Set December Meeting Dates. The Committee agreed to meet on December 13th and not hold the December 27th meeting,

Adjournment. Supervisor Peer moved adjournment at 5:15 P.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.