

COMMITTEE ON HUMAN RESOURCES

Friday, March 20, 2015

1:30 p.m., Room 3312

Location: Eau Claire County Courthouse
721 Oxford Avenue
Eau Claire, WI 54703

AGENDA

1. Call to Order.
2. Human Resources: Appointment of Committee Clerk/Approval-Denial. (p. 2)
3. Register of Deeds: Request to Reduce One 1.0 FTE (40 Hours) Office Associate 2 Position to .63 FTE (25 Hours)/Resolution 14-15/131/Recommendation to County Board of Supervisors/Approval-Denial. (pp. 3-4)
4. Human Services: Request to Eliminate One 1.0 FTE (40 Hours) Child Care Specialist Position in the Employment and Economic Support Unit/Resolution 14-15/132/Recommendation to County Board of Supervisors/Approval-Denial. (pp. 5-6)
5. Human Resources: Employee Policy Manual Update – Introductory Matters, Policy 001, and Policy 105/Approval-Denial/Direction to Staff. (pp. 7-15)
6. Human Resources: Update on Classification and Compensation Study/Information-Discussion/Direction to Staff. (p. 16)
7. Review/Approval of the January 30, 2015 Minutes. (pp. 17-18)
8. Set Meeting Dates.
9. Adjourn.

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: March 20, 2015		Information-Discussion	
Agenda Item No. 2		Direction to Staff	
Department: Human Resources	X	Approval-Denial	
Subject: Appointment of Committee Clerk		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
Bargaining Unit Involved: N/A			Resolution
Prepared by: H. Murray			Report
Reviewed by:		Other Action:	

Pursuant to Section 2.04.140 Rule 14—General duties and powers of standing committees.

A. Each committee shall be convened to organize by the chair pro tempore not later than 3 weeks following the filing of the appointments thereto by the chair of the county board. At such meeting each committee, except those named in 2.04.120 A.01., shall elect a chair and a vice-chair. The chair shall appoint a member thereof or a staff person as committee clerk.

With the resignation of former Committee Clerk Lori Remington, the Committee is requested to pass a motion appointing Jenalee Grabowski, Human Resources Assistant, as Committee Clerk.

Approved	Denied
Effective	
Referred to County Board on	
Signed	

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: March 20, 2015		Information-Discussion	
Agenda Item No. 3		Direction to Staff	
Department: Register of Deeds	X	Approval-Denial	
Subject: Reduce One Office Associate 2 Position From 1.0 FTE to .63 FTE	X	Requires Recommendation to:	
	X	County Board	
		Other:	
		Form:	Ordinance
Bargaining Unit Involved: Non-Represented		X	Resolution 14-15/131
Prepared by: H. Murray			Report
Reviewed by: C. Christenson		Other Action:	

Human Resources has received a request to reduce one 1.0 FTE Office Associate 2 position in the Register of Deeds Office to .63 FTE (25 hours per week).

Whenever there is a position vacancy, departments are asked to review current operations to determine if there are more efficient or cost effective methods of delivery services. After a review of the operations, Register of Deeds Cappy Christenson has determined the refinancing of home loans has decreased over the past year affecting real estate recordings. Based on this and other factors impacting the department, she is recommending a decrease in FTE for this position.

The fiscal impact of these changes will result in a net savings of \$25,184 to the Register of Deeds Office 2015 budget.

The Committee is asked to review this request and approve reducing one 1.0 FTE Office Associate 2 position in the Register of Deeds Office to .63 FTE. Given this reduction results in a change in the total FTE within the Register of Deeds Office, recommendation to the County Board is required.

Approved	Denied
Effective	
Referred to County Board on	
Signed	

1 Enrolled No.

2 RESOLUTION

3 File No. 14-15/131

4 -DECREASING ONE 1.0 FTE (40 HOURS) OFFICE ASSOCIATE 2 POSITION TO .63 FTE
5 (25 HOURS) EFFECTIVE APRIL 19, 2015-

6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
7 position full time equivalencies or changes therein be submitted to the board for authorization;
8 and
9

10 WHEREAS, at its regularly-scheduled meeting on March 20, 2015, the committee on
11 human resources approved a request to decrease the 1.0 FTE office associate 2 position to .63
12 FTE (25 hours). These decreased hours are due to a reduction in refinancing of home loans
13 affecting real estate recordings; and
14

15 WHEREAS, the fiscal impact of these changes will result in a net savings of \$25,184 to
16 the register of deeds office 2015 budget.
17

18 NOW, THEREFORE, BE IT RESOLVED that the Eau Claire County Board of
19 Supervisors hereby approves, effective April 19, 2015, a decrease to one 1.0 FTE (40 hours)
20 office associate 2 position to .63 FTE (25 hours).
21

22 ADOPTED:

23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____
31 _____

32 Committee on Human Resources

33 Dated this _____ day of _____, 2015.
34

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: March 20, 2015		Information-Discussion	
Agenda Item No. 4		Direction to Staff	
Department: Human Services	X	Approval-Denial	
Subject: Eliminating One 1.0 FTE Child Care Coordinator Position in the Employment and Economic Support Unit	X	Requires Recommendation to:	
	X	County Board	
		Other:	
Bargaining Unit Involved: Non-Represented		Form:	Ordinance
		X	Resolution 14-15/132
			Report
Prepared by: H. Murray			
Reviewed by: L. Struck		Other Action:	

Human Resources has received a request from Human Services to eliminate one 1.0 FTE Child Care Coordinator position in the Employment and Economic Support Unit.

Currently there is a vacant Economic Support Specialist position in the Employment and Economic Support Unit. With each vacancy, a review of operations occurs to determine if there are more effective and efficient methods of delivering services. A review of the workload of the Child Care Coordinator positions indicates there has been a 66% reduction over the past few years. Based on this, it is being recommended that one Child Care Coordinator position be eliminated effective April 1, 2015. The incumbent in the Child Care Coordinator position that is being eliminated will be transferred into the vacant Economic Support Specialist position.

This position elimination results in a tax levy savings of \$6,438 to the Human Services Employment and Economic Support Unit 2015 budget.

The Committee is asked to review this request and approve eliminating one 1.0 FTE Child Care Coordinator position in the Department of Human Services Employment and Economic Support Unit. Given this reduction results in a change in the total FTE within the Human Services Department, recommendation to the County Board is required.

Approved	Denied
Effective	
Referred to County Board on	
Signed	

1 Enrolled No.

2 RESOLUTION

3 File No. 14-15/132

4 -DELETION OF ONE 1.0 FTE CHILD CARE COORDINATOR POSITION EFFECTIVE
5 APRIL 1, 2015-

6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
7 position full time equivalencies or changes therein be submitted to the board for authorization;
8 and
9

10 WHEREAS, at its regularly-scheduled meeting on March 20, 2015, the committee on
11 human resources approved a request to delete one 1.0 FTE child care coordinator position. This
12 position elimination is due to a reduction in workload of 66% over the past few years; and
13

14 WHEREAS, the fiscal impact of these changes will result in a net levy savings of \$6,438
15 to the human services employment and economic support unit 2015 budget.
16

17 NOW, THEREFORE, BE IT RESOLVED that the Eau Claire County Board of
18 Supervisors hereby approves, effective April 1, 2015, a deletion of one 1.0 FTE child care
19 coordinator position.
20

21 ADOPTED:

22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____
31 _____

Committee on Human Resources

32 Dated this _____ day of _____, 2015.
33

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: March 20, 2015		Information-Discussion		
Agenda Item No. 5		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: Update to the Eau Claire County Policy Manual: <ul style="list-style-type: none"> • Introductory Matters • No. 001 Definitions • No. 105 Separation From Employment 	X	Requires Recommendation to:		
			County Board	
			Other:	
		Form:		Ordinance
		Resolution		
Prepared by: H. Murray			Report	
Reviewed by:		Other Action:		

Human Resources is recommending the following revisions to the Eau Claire County Policy Manual:

Introductory Matters

This policy is included with the agenda packet. The policy was updated to reflect the revised Equal Employment Opportunity language from the Affirmative Action Plan.

There is no fiscal impact to this policy change.

Policy 001 – Definitions

This policy is included with the agenda packet. Definitions for Seasonal and Limited Term employees have been updated to clarify the length of time and number of hours employees may work when in these statuses. A definition for full time equivalent (FTE) was added to clarify the meaning when this term is utilized. The definition of red-circle was amended to articulate when a pay rate is red-circled and when an employee with a red-circled rate of pay would receive wage increases. Finally, the definitions for reorganization and supervisor were clarified.

There is no fiscal impact to this policy change.

Policy 105 – Separation from Employment

This policy is included with the agenda packet. The change to this policy clarifies the length of time a department head may approve Paid Time Off (PTO) to be utilized after an employee's last day worked.

There is no fiscal impact to this change.

The Committee is asked to review and approve these updated policies.

Approved	Denied
Effective	
Referred to County Board on	
Signed	

INTRODUCTORY MATTERS

1. Purpose. This Manual sets forth Eau Claire County employee policies. Its purpose is to ~~familiarize~~ provide employees with the personnel policies of the County.

Because all employees are considered "at-will" employees, nothing contained in this document is to be construed by any employee as establishing, creating or constituting a written, oral or implied contract of employment. Furthermore, nothing herein will be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

The provisions set forth in this Manual supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Manual is based on County operational policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all to some degree subject to change, this manual is also subject to change. The County reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Manual. For employees who are covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Manual.

Any changes made in this Manual will be brought to the attention of all employees by: employee meetings, e-mail notification, posting of the change on the employee bulletin board or extranet, or corrections in the Employee Manual itself.

2. County Mission Statement.

2.1 To provide quality, innovative and cost effective services that safeguard and enhance the well-being of residents and resources.

3. Equal Employment Opportunity.

3.1 It is the policy of Eau Claire County to provide equal opportunity in employment to all qualified employees and applicants for employment. Eau Claire County will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans. Positive action is required from all employees to help insure that the County complies with its obligations under state and federal law. Equal consideration to all qualified persons includes, but is not limited to, the following functions:

Introductory Matters

Effective Date: January 1, 2012

Revised Date: March 20, 2015

Eau Claire County
Employee Policy Manual

- Hiring, placement, promotion, transfer, or demotion;
 - Recruitment;
 - Recruitment advertising;
 - ~~Compensation for employment~~ Rates of pay or other forms of compensation;
 - Conditions of employment;
 - Training; and,
 - Involuntary layoff or separation from employment.
4. Our policy objective is to employ individuals who are qualified for specific work by such job-related standards as experience, demonstrated attitude and skill, education, training, overall ability and other relevant considerations.
5. The Role of Management.
- 5.1 Certain rights and responsibilities are imposed on the County by state and federal legislation. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the County reserves any and all management rights regarding employees' employment status. These rights and responsibilities include, but are not limited to, the right to:
- Manage and direct the employees;
 - Hire, promote, schedule, transfer and assign employees;
 - Lay off employees;
 - Take corrective or disciplinary action;
 - Schedule overtime;
 - Develop job descriptions;
 - Assign work duties;
 - Introduce new or improved methods or facilities or change existing methods or facilities;
 - Contract out for goods and services;
 - Discontinue certain operations; and
 - Direct all operations of the County.

Introductory Matters

Effective Date: January 1, 2012

Revised Date: March 20, 2015

Eau Claire County
Employee Policy Manual

Employee Acknowledgement Form

I, _____, acknowledge receipt of this Employee Manual.

I understand that while Eau Claire County believes wholeheartedly in its policies and procedures, many of which are set out in the Policy Manual, they are not conditions of employment. Rather, the Employee Manual is simply a means to acquaint me with the County and its operations, and provide guidelines in regard to its policies and my employment.

I understand that by accepting employment with Eau Claire County, I am not being asked or required to provide anything in return beyond my services. I further understand that the Employee Manual does not constitute a contract of employment, express or implied, between Eau Claire County and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only the County Board or County Administrator has the authority to create an employment contract, and such contract must be in writing and signed by County Board Chair or County Administrator to be valid. I understand that my employment with Eau Claire County is "at-will," not for any definite period of time, and may be terminated by myself or the County at any time and for any reason not prohibited by law.

I understand that Eau Claire County reserves the right to modify, amend, or delete any provisions of the Employee Policy Manual at any time. I will receive notification of any such modifications, amendments, or deletions and understand that an updated copy of the most current policy manual will be available on the intranet. I also understand that Title 3 of the County Code, available on-line, addresses many employment matters and that I am obligated to follow the provisions of the Code.

I understand that this Employee Manual supersedes all previous manuals, handbooks, and personnel policies that I have received or have been advised of by Eau Claire County. For employees who are covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Manual. I also understand that any subsequent revisions to the provisions of this Manual, after I commence my employment, will supersede those contained herein.

(Signature)

(Date)

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Last Updated: March 20, 2015+

POLICY 001 DEFINITIONS

1. **Purpose.** To provide clarity and consistency when referencing ~~employee positions and any associated employment benefits~~ various terminology utilized throughout employment.

2. **Definitions.** The following words and phrases as utilized in this policy manual will be the definitions set forth, unless a different meaning is specifically afforded to the word or phrase via definition established in the policy.

2.1 **Anniversary date.** The date an employee begins regular employment.

2.2 **Appointing authority.** The person, governing body or designee which has the authority granted by law or ordinance to appoint an individual to or remove an individual from positions in county service. The county administrator will appoint heads of all departments and offices and the head of each department or office will appoint all subordinate personnel.

2.3 **Classification.** The job title assigned to a position.

2.4 **Compensatory time.** Hours worked in excess of the normal work week which may be used as time off from a regular work schedule in accordance with specified guidelines.

2.5 **Committee.** The committee on human resources.

2.6 **Department head.** Any county official who has the responsibility for the operation of a county department.

2.7 **Director.** The human resources director.

2.8 **Emergency.** A sudden and unforeseen combination of circumstances which calls for immediate action and leaves no time for deliberation.

2.9 **Employee Status**

2.9.1 **Introductory Employees.** The initial 6 month employment period is generally referred to as "introductory period." The County may extend the introductory period for individual employees. Introductory employees may use paid time off benefits during the initial 6 month employment period.

An initial one-year employment period will be referred to as "introductory period" for all supervisory individuals and individual

POLICY 001 DEFINITIONS

Effective Date: January 1, 2012

Revised Date: ~~October 13, 2013~~ March 20, 2015

Eau Claire County
Employee Policy Manual

employees in the following position titles: Correctional Officer and Economic Support Specialists.

2.9.2 **Full-time Employees.** Individuals hired for regular full-time positions, normally scheduled to work a minimum of 1,716 annual hours, will be eligible for the employee benefits identified in this Manual.

2.9.3 **Part-time Employees.** Individuals hired for regular part-time positions, normally scheduled to work a minimum of 1,040 annual hours. Effective January 1, 2014 these employees will be eligible for \$2.20 per hour payment in lieu of benefits.

Part-time employees who are eligible for health insurance due to the Affordable Care Act and who participate in the health insurance plan will not be eligible for the payment in lieu of benefits.

2.9.4 **Seasonal Employees.** ~~Employment in a position not more than 180 continuous calendar days, including weekends, County-observed holidays and other days incorporating both voluntary and/or involuntary leave. Seasonal employees are not eligible for any employee benefits. Employment in a position for which annual work is six (6) months or less and is an average of 130 hours per month or less during that six (6) month period. Seasonal employment begins at approximately the same part of the year, such as summer or winter.~~

2.9.5 **Limited-Term Employees.** Employment in a short-term position for a period not to exceed ~~1,200~~ three (3) months or 390 total hours.

2.10 **Entry pay rate.** The rate of pay at which a new employee will normally be placed.

2.11 Full time Equivalent (FTE). The number of total hours authorized divided by the number of hours in a full time schedule (typically 2080 hours).

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~~2.112.12~~ **Immediate family.** The employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law, or any family member residing in the employee's household.

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~~2.122.13~~ **In-range increment.** A step increase within a salary range.

~~2.132.14~~ **Protected class.** A group whose members possess factors or characteristics specifically identified through legislation, regulations, and executive orders as constituting prohibited basis for discrimination in service delivery and employment.

POLICY 001 DEFINITIONS

Effective Date: January 1, 2012

Revised Date: ~~October 13, 2013~~ March 20, 2015

Eau Claire County
Employee Policy Manual

~~2.142.15~~ **Red-circle.** An approved salary level pay rate for an employee which exceeds a salary step of the salary range assigned to a particular position due to new market data for the position, the established salary maximum for that position resulting in no further pay increases until the range maximum surpasses the employee's pay rate.

~~2.152.16~~ **Reorganization.** An alteration change in a department's responsibilities operations has occurred that:

~~2.15.12.16.1~~ Adds new duties requiring creation of new position titles; or

~~2.15.22.16.2~~ Deletes ~~Eliminates~~ existing responsibilities resulting in staff reduction; or

~~2.15.32.16.3~~ Substantially modifies existing positions;

~~2.15.4~~ Combines 2 or more of the above changes.

~~2.162.17~~ **Supervisor.** The governing body, department head or designee which is responsible for the work product, control, direction of work assignments and the evaluation of subordinate County employees.

POLICY 001 DEFINITIONS

Effective Date: January 1, 2012

Revised Date: ~~October 13, 2013~~ March 20, 2015

Eau Claire County
Employee Policy Manual

POLICY 105 SEPARATION FROM EMPLOYMENT

1. **Policy.** Separation from employment includes but is not limited to resignation, retirement, reduction in workforce, failure to return from approved leave, discharge from employment, or disability. Such employment separations may be voluntary or involuntary.
2. **Notice.**
 - 2.1 If an employee decides to terminate their employment with the County, we request that at least two weeks advance notice is provided.
 - 2.2 Department heads and supervisors who decide to terminate their employment with the County, will provide at least 30 days advance notice, and will be effective upon receipt by the appointing authority or upon the date specified.
 - 2.3 If an employee fails to give the required notice, the employee will be considered to have resigned not in good standing, unless the director determines that acceptable reasons for a shorter notice period exist.
3. **Separation Procedures.**
 - 3.1 Upon any separation from employment, compensation and benefits which have been earned and accrued will be credited pursuant to law. Resigning employees should make an appointment with the payroll staff and contact Human Resources for an exit interview.
4. **Reduction in Workforce.**
 - 4.1 The Employer retains the right to lay off employees, in whole or in part, regardless of their previous length of employment.
5. **Return of County Equipment.**
 - 5.1 Prior to separation from employment, County equipment that was assigned to the employee must be returned to the County. Such equipment includes, but is not limited to, Identification/Key Card, Keys, Tape Recorders, Laptop Computers, Calculators, Radio, Phone/Pager.
6. **Notice of Resignation.**
 - 6.1 When an employee resigns, a notice of resignation must be provided to their supervisor or department head, which will be forwarded within one working day to Human Resources.

POLICY 105 SEPARATION FROM EMPLOYMENT

Effective Date: January 1, 2012

Revised Date: February 5, 2015

Manual

Eau Claire County
Employee Policy

6.2 The notice of resignation will contain:

- The employee's full name;
- The accurate position title and department;
- The current date of the letter;
- The effective date of the resignation; and
- The date of the last day to be worked, with a request to use benefit time if this date is different from the resignation date.
 - Depending on operational needs, department heads may approve a resignation date of no more than two (2) weeks after the employee's last day to be worked.

7. **Last Day of Employment.**

7.1 Last day worked will in most cases be considered the last day of employment. The County reserves the right to determine the last day of employment.

POLICY 105 SEPARATION FROM EMPLOYMENT

Effective Date: January 1, 2012

Revised Date: February 5, 2015

Manual

Eau Claire County
Employee Policy

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: March 20, 2015	X	Information-Discussion	
Agenda Item No. 6	X	Direction to Staff	
Department: Human Resources		Approval-Denial	
Subject: Update on the Classification and Compensation Study		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
Bargaining Unit Involved: N/A			Resolution
Prepared by: H. Murray			Report
Reviewed by:		Other Action:	

Staff will provide the committee an update on the status of the Classification and Compensation Study.

Approved	Denied
Effective	
Referred to County Board on	
Signed	

COMMITTEE ON HUMAN RESOURCES

Friday, January 30, 2015

1:30 p.m., Room 3312

Location: Eau Claire County Courthouse
721 Oxford Avenue
Eau Claire, WI 54703

MINUTES

Members Present: Kathleen Clark, Sue Miller, Mike Conlin, Mark Olson, Mark Beckfield

Staff Present: Heather Murray, Lori Remington, Tom McCarty, Keith Zehms

Others Present: Dr. Victoria McGrath, McGrath Consultant, Lisa Eickholt, McGrath Consultant, Roy Sargeant, Lance Gurney, Peter Strand

Chair Kathleen Clark called the meeting to order at 1:30 p.m.

Human Resources: Update on Classification and Compensation Study/Information-Discussion/Direction to Staff. (p. 2)

Dr. Victoria McGrath from McGrath Human Resources Group provided an update on the classification and compensation study and the status of the project.

Planning & Development: Position Title and Wage Placement for the New 2015 Geographic Information Position/Title Change for Current Geographic Information Systems Specialist Position to Geographic Information System Administrator/Resolution 14-15/111/ Recommendation to County Board of Supervisors/Approval-Denial. (pp. 3-12)

Motion Mark Olson to approve the position title for the new 2015 Geographic Information System position as Geographic Information Specialist and wage placement for the position in pay range 155. Motion carried 4 to 1.

Motion Mike Conlin/Mark Olson to approve changing the title for the current Geographic Information Systems Specialist Position to Geographic Information System Administrator. Motion carried 5 to 0.

Parks and Forest: Position Classification and Wage Placement for 2015 New Project Manager Position/Resolution 14-15/110/Recommendation to County Board of Supervisors/Approval-Discussion. (p.13)

Motion Sue Miller to approve the position title of Parks and Forest Supervisor and place the position in pay range 812. Motion carried 5 to 0.

Human Resources: Increase One .75 FTE (30 hours) Human Resources Analyst Position to 1.0 FTE/Increase One .5 FTE (20 hours) Human Resources Assistant Position to .73 FTE (29 hours)/Amend Rate of Pay for Human Resources Assistant Position Resolution 14-15/112/Recommendation to County Board of Supervisors/Approval-Discussion. (pp.14-16)

Motion Mark Beckfield to approve increasing the .75 FTE Human Resources Assistant position to 1.0 FTE; increasing the .50 FTE Human Resources Assistant position to .73 FTE; and

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

COMMITTEE ON HUMAN RESOURCES

Friday, January 30, 2015

Page 2 of Minutes

moving the Human Resources Assistant position from pay range 806 to pay range 101 effective February 22, 2015. Motion carried 5 to 0.

Review/Approval of the December 12, 2014 Minutes. (p. 17)

Motion Mike Conlin to approve the December 12, 2014 minutes. Motion carried 5 to 0.

Set Meeting Dates.

The next regular meeting is scheduled for February 20, 2015 at 1:30 p.m. in 3312.

Adjourn.

Motion Mike Conlin to adjourn at 2:59 p.m. Motion carried 5 to 0.

Respectfully submitted,



Heather Murray

Acting Committee Clerk