

COMMITTEE ON HUMAN RESOURCES

Friday, May 22, 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. Sheriff's Office: Review of Uniform Allowance Benefit for Sheriff Position/Ordinance 15-16/013/Recommendation to County Board of Supervisors/Approval-Denial. (pp. 2-3)
3. Human Resources: Update of Policy 527 Clothing Allowance/Approval-Denial/Information-Discussion/Direction to Staff. (p. 4-5)
4. Human Resources: Affirmative Action Plan Update/Direction to Staff/Information-Discussion. (p. 6)
5. Finance Department: Wellness Program Update/Information-Discussion. (p. 7)
6. Review/Approval of the April 10, 2015 Minutes. (pp. 8-9)
7. Set Meeting Dates.
8. 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.

1 **Enrolled No.**

2 **ORDINANCE**

3 **File No. 15-16/013**

4 **- TO CREATE 3.20.010 E. OF THE CODE: BENEFITS OF ELECTED**
5 **OFFICIALS -**

6 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

7
8 **SECTION 1.** That Subsection E. of Section 3.20.010 of the code be created to
9 read:

10
11 E. For calendar year 2015 the sheriff is eligible to receive reimbursement of
12 up to \$720 for expenses incurred for the purchase of uniforms based on receipts received
13 with monthly expense reports.

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15
16 **ADOPTED:**

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27 Committee Human Resources

28 KRZ/yk

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31 Dated this _____ day of _____, 2015.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: May 22, 2015		Information-Discussion		
Agenda Item No. 2		Direction to Staff		
Department: Sheriff's Office	X	Approval-Denial		
Subject: Review of Uniform Allowance Benefit for Sheriff Position	X	Requires Recommendation to:		
		X	County Board	
Bargaining Unit Involved: N/A		Other:		
		Form:	X	Ordinance 15-16/013
				Resolution
Prepared by: H. Murray				Report
Reviewed by:		Other Action:		

At the April 10, 2015 Human Resources Committee meeting, the Committee began reviewing a request from Sheriff Ron Cramer for the benefit of uniform allowance for the Sheriff.

The Committee directed staff to further review the request and return with a drafted ordinance for consideration. Corporation Counsel has drafted Ordinance 15-16/013 which is included with the agenda packet. This Ordinance allows for a reimbursement of expenses associated with the purchase of uniforms for the Sheriff to a maximum amount of \$720 in 2015.

The Committee is asked to review this ordinance and make recommendation to the County Board of Supervisors.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: May 22, 2015		Information-Discussion	
Agenda Item No. 3	X	Direction to Staff	
Department: Sheriff's Office	X	Approval-Denial	
Subject: Update of Policy 527 Clothing Allowance	Requires Recommendation to:		
	County Board		
	Other:		
	Form:		Ordinance
Bargaining Unit Involved: N/A			Resolution
			Report
Prepared by: H. Murray			
Reviewed by: K. Zehms/S. Rasmussen	Other Action:		

Staff is recommending amending Policy 527, Clothing Allowance, to require receipts be submitted for reimbursement of uniforms purchased by Sheriff's Office non-represented employees. The current practice is to provide \$720 to each employee within the Sheriff's Office who is non-represented annually, without the requirement of a receipt being submitted.

This policy update is consistent with the other County reimbursement policies. For example, employees in the Highway Department and at the Airport who are eligible for safety shoe reimbursement must submit a receipt for reimbursement.

This policy provides additional internal control for the reimbursement of clothing allowance. This also establishes this is a reimbursement and not additional income.

The Committee is asked to review and approve this policy update. There is no fiscal impact.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			

POLICY 527 CLOTHING ALLOWANCE

1. Policy. Employees in the Sheriff's Office are expected to maintain a clean, pressed, and professional looking uniforms at all times. The County will provide an annual allowance to employees in the Sheriff's Office to assist in the expense of the required uniform.

2. Payment of Clothing Allowance.

2.1 Employees in the positions of Captain, Lieutenant, Sergeant, Correctional Officer, and Civilian Jail Sergeant will be allocated \$720 annually for the purchase of new uniforms.

~~2.2~~ ~~Employees will receive ½ of the annual allocation in March and ½ of the allocation in September. Payment will be included on one of the paychecks distributed within these months.~~ Employees will be reimbursed up to the maximum allocation based on receipts received with monthly expense reports.

~~2.32.2~~ ~~Upon hire, new employees will receive the equivalent of one annual clothing allowance toward the purchase of uniforms. The following applies to new employees.~~

~~2.3.12.2.1~~ ~~This amount is paid in lieu of clothing allowance for the first twelve months of employment.~~

~~2.3.22.2.2~~ Employees who voluntarily terminate their employment within the first three months of employment will be required to reimburse the County the ~~annual clothing allowance~~ amount of clothing allowance reimbursed, less the cost of the shirts upon the return of the shirts to the Sheriff's Office.

~~2.3.32.2.3~~ Employees who voluntarily terminate their employment within the first four to six months of employment will be required to reimburse the County ½ of the ~~annual clothing allowance~~ amount of clothing allowance reimbursed, less the cost of the shirts upon the return of the shirts to the Sheriff's Office.

~~2.3.42.2.4~~ The reimbursement will be automatically deducted from the employee's final paycheck.

POLICY 527 CLOTHING ALLOWANCE

Effective Date: January 1, 2012

Revised Date: ~~October 13, 2013~~ May 22, 2015

Eau Claire County
Employee Policy Manual

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: May 22, 2015	X	Information-Discussion		
Agenda Item No. 4	X	Direction to Staff		
Department: Human Resources		Approval-Denial		
Subject: Affirmative Action Plan Update		Requires Recommendation to:		
		County Board		
		Other:		
		Form:	<input type="checkbox"/>	Ordinance
Bargaining Unit Involved: N/A			<input type="checkbox"/>	Resolution
Prepared by: H. Murray			<input type="checkbox"/>	Report
Reviewed by:		Other Action:		

The Affirmative Action Plan is due to the Committee on Human Resources in June 2015 for review. Staff is requesting an extension to this deadline due to unanticipated staffing changes within the Human Resources Department. Staff will be at the meeting to discuss the staffing changes and provide additional information regarding this request.

The Committee is asked to review the request and provide direction to staff.

Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>
Effective	<input type="text"/>		
Referred to County Board on	<input type="text"/>		
Signed	<input type="text"/>		

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: May 22, 2015	X	Information-Discussion		
Agenda Item No. 5		Direction to Staff		
Department: Finance		Approval-Denial		
Subject: Wellness Program Update		Requires Recommendation to:		
		County Board		
		Other:		
		Form:	<input type="checkbox"/>	Ordinance
Bargaining Unit Involved: N/A			<input type="checkbox"/>	Resolution
Prepared by: H. Murray			<input type="checkbox"/>	Report
Reviewed by:		Other Action:		

Committee on Human Resources Chair Kathy Clark has requested a presentation regarding the Wellness Program that Eau Claire County implemented in 2015. Staff from the Finance Department will be in attendance at the meeting to provide the background of the program as well as an update.

No Committee action is required.

Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>
Effective	<input type="text"/>		
Referred to County Board on	<input type="text"/>		
Signed	<input type="text"/>		

COMMITTEE ON HUMAN RESOURCES

Friday, April 10, 2015

1:30 p.m., Room 3312

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

MINUTES

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

Members Absent: Sue Miller

Staff Present: Heather Murray, Keith Zehms, Jenalee Grabowski

Others Present: Rich Walthers, Dr. Victoria McGrath, Jeryl Vonderheid, Dan Bresina, Rick Doty, Ron Cramer, Mike Backus

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

Highway Department: Establishing 2015 Seasonal Highway Laborer Rate of Pay/Approval-Discussion. (p. 4-5)

Motion Mike Conlin to approve an increase from \$13.29 per hour to \$18.00 per hour for the 2015 Seasonal Highway Laborer Rate of Pay. Motion carried 4 to 0.

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

Consultant Dr. Victoria McGrath provided an update on the Classification and Compensation study.

Sheriff's Office: WPPA Non-Supervisory Unit Grievance/Patrol Deputy Scheduling/Approval-Denial/Direction to Staff. (p. 3)

Proposed Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion Mark Olson to adjourn into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. To wit: Patrol Deputy scheduling of 12 hour shifts. Roll call vote. All ayes. Motion carried 4 to 0.

Motion Mike Conlin to go into an Open Session. Motion carried 4 to 0.

Motion Mark Olson to deny WPPA Non-Supervisory Unit Grievance/Patrol Deputy Scheduling. Motion carried 4 to 0.

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Friday, April 10, 2015

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Sheriff's Office: Review of Uniform Allowance Benefit for Sheriff Position/Ordinance/Recommendation to County Board of Supervisors/Approval-Discussion/Direction to Staff. (pp. 6-9)

The Committee directed staff to further review the code and place on agenda for next meeting.

Review/Approval of the March 13, 2015 Minutes. (pp. 10-11)

Motion Kathleen Clark to approve the March 13, 2015 Minutes. Motion carried 4 to 0.

Set Meeting Dates.

The next regular meeting is scheduled for May 8, 2015 at 1:30 p.m.

Adjourn.

Motion Mark Beckfield to adjourn at 4:26 p.m. Motion carried 4 to 0.

Respectfully submitted,

Jenalee Grabowski
Committee Clerk