

COMMITTEE ON HUMAN RESOURCES

Tuesday, June 9, 2015

3:30 p.m., Room 1273

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

AGENDA

1. Call to Order.
2. Human Resources: Update to Eau Claire County Policy Manual: 001 Definitions, 519 Salary Plan Administration, 817 Job Analysis and Evaluation/Approval-Denial/Direction to Staff/Information-Discussion. (pp. 2-13)
3. Human Resources: Update the Process for Position Management/Ordinance 15-16/027/Approval-Denial. (pp. 14-15)
4. Planning and Development: Creation Recycling Box Attendant Position Classification and Addition of 1.4 FTE Recycling Box Attendant/Resolution 15-16/025/Approval-Denial. (pp. 16-20)
5. Review/Approval of the May 22, 2015 Minutes. (p. 21)
6. Set Meeting Dates.
7. 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: June 9, 2015	X	Information-Discussion			
Agenda Item No. 2	X	Direction to Staff			
Department: Human Resources	X	Approval-Denial			
Subject: Update to the Eau Claire County Policy Manual: <ul style="list-style-type: none"> • No. 001 Definitions • No. 519 Salary Plan Administration • No. 817 Job Analysis and Evaluation 		Requires Recommendation to:			
		County Board			
		Other:			
		Form:		Ordinance	
				Resolution	
Bargaining Unit Involved: N/A				Report	
Prepared by: H. Murray		Other Action:			
Reviewed by:					

There are some policies that will be impacted with the approval and implementation of the classification and compensation plan.

- No. 001 Definitions
 - Remove in lieu of pay for part time employee as it was built into the salary schedule
 - Update the definition of seasonal and limited term employees (note this was previously reviewed and tabled for a future meeting to be approved with all updates to the Definitions Policy)
 - Update the definition of Full time Equivalent (FTE) and Red-circle (note these were previously reviewed and tabled pending additional clarification by staff)
 - Add the definition of Pay Grade, Pay Grade Evaluation, Pay Range, Promotion, Salary Schedule Adjustment, Step Schedule, Salary Schedule
 - Clarify the definitions of Reorganization and Supervisor
- No. 519 Salary Plan Administration
 - Clarify how new hires and promoted employees are placed on the salary schedule
 - Amends how step increases will be administered. Note, it is recommended these occur each July for all employees rather than on the anniversary or start date.
 - Defines the parameters that must be met in order to receive a step increase in July of each year.
 - Deletes the Social Worker Reclassification language. Social Workers are placed on the salary schedule and are no longer in multiple ranges. This eliminates the need for reclassifications (job title changes) between ranges.
 - Add language regarding the Coon Fork Park Ranger on-site living requirement and the compensation associated with that. This is not new language it is moved from the current salary schedule which is being eliminated/replaced.
 - Add the Airport Fire Fighting services compensation to the policy. This is not new language, it was previously in the salary schedule which is being eliminated/replaced.
- No. 817 Job Analysis and Evaluation
 - Delete this policy. It will be replaced with the policy/procedure provided by the consultant after implementation.

The Committee is asked to review and approve these updates pending the approval of the classification and compensation plan by the County Board.

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 in one year (52 weeks) divided by the total authorized working hours in one year (52 weeks) for a 40 hour per week position -(typically 2080 hours).-~~

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~~2.12.12 **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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~~2.12.13 **In-range increment.** A step increase within a salary range.~~

~~2.14 **Pay Grade.** The grade, or placement of a position within the salary structure.~~

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POLICY 001 DEFINITIONS

Effective Date: January 1, 2012

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Eau Claire County
Employee Policy Manual

2.15 Pay Grade Evaluation. The (re)assignment of a job to a higher or lower pay grade or pay range in the salary structure due to a job content (re)evaluation and/or significant change in the average market rate in the external labor market.

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2.16 Pay Range. The range of pay that has been established within a pay grade.

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2.17 Promotion. The (re)assignment of an employee to a position in a higher pay grade or range in the organization's salary structure.

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2.18 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.

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2.19 Red-circle. A rate of pay that is above the approved maximum rate of pay for a position. ~~salary level which exceeds a salary step of the salary range assigned to a particular position due to new market data for the position. No pay increases occur until the range maximum surpasses the employee's rate of pay.~~

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

2.20.1 Adds new duties requiring creation of new position titles; or

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

2.20.3 Substantially modifies existing positions;

2.20.4 Combines 2 or more of the above changes.

2.21 Salary Schedule Adjustment: An adjustment to the salary structure; the increase or decrease of a pay range, minimum – maximum. This is a method to maintain the salary range in relation to external market conditions.

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2.22 Step Schedule: Standardized progression pay rates that are established within a pay range. To move to the next step one must have met acceptable performance standards.

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2.23 Salary Schedule: The hierarchy of job grades and pay ranges established within an organization.

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POLICY 001 DEFINITIONS

Effective Date: January 1, 2012

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2.162.24 **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 519 SALARY PLAN ADMINISTRATION

1. **Purpose.** The purpose of this policy is to administer a uniform employee salary plan. The salary and benefits provided by the county to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the county is either required to or is discretionarily providing to its residents. The county will provide these salaries and benefits on the basis of internal equity, and external competitiveness if fiscally feasible.

2. Salary plan administration ~~for 800s pay range. (General Supervisory and Confidential Employees.)~~

2.1 ~~New Hires and Promoted Employees.~~ Will normally commence working ~~at the entry level salary Step 1 on Step 1 of the pay grade. The hiring supervisor, with approval of the Human Resources Director, can start experienced individuals within steps 2 – 5 ; however, an entrant may be assigned at a higher starting salary step subject to approval of the director~~ under any of the following conditions.

- The entrant must have substantial experience immediately usable in the new position.
- Market conditions must demand a higher starting salary step.
- Salary compression from subordinate positions requires a higher starting salary.

2.1.1 Placement above step 6 requires the approval of the County Administrator and the Human Resources Director.

~~2.1.2.2~~ Promotions. An individual who moves to a position of a higher pay grade will be placed on Step 1 of the new salary schedule; OR, the step closest to a 5% increase.

~~2.2~~ Requests for Step Increases. Employees will be eligible to request movement to the 2nd salary step a minimum of 6 months after placement at the 1st step. Requests for in range progression to the 3, 4, 5, 6, 7 and 8 salary steps may be made at 1 year intervals after each placement at the immediate preceding step, except that a reclassification will not affect the established 1 year intervals, including where the employee is at Step 8.

~~2.2.1~~ Requests by department heads will be approved or denied by the county administrator.

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POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Revised Date: November 2012; October 13, 2013

Eau Claire County
Employee Policy Manual

~~2.2.2 Requests by employees will be tendered for approval to the supervisor or department head. Step increases will occur at the start of the first pay period each July. Step increases will not be automatic.~~

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~~2.2.3 Such in range progressions will not be automatic.~~

~~2.3 Basis for Approvals. Employees must have a performance evaluation that indicates satisfactory performance, and achievement in the accountabilities attributed to the position which they fill.~~

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~~2.2.4.12.3.1 An employee who has received an unsatisfactory performance evaluation, is serving a disciplinary suspension or who has been placed on a Performance Improvement Plan that includes a time limit within which the deficiencies must be corrected, will not be eligible for a step increase until a minimum of 3 months have passed after a satisfactory performance evaluation is received, the disciplinary suspension is completed or the performance deficiencies are corrected within the time limit given receive the annual step increase.~~

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~~2.2.5 Approval or denial of a step increase will be at the discretion of the county administrator for department heads and at the discretion of the department head or supervisor for the employee.~~

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~~3. Salary plan administration for all other pay ranges.~~

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~~3.1 Employees will receive increases through the pay ranges as established in the salary index.~~

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~~4. Social Worker Reclassifications.~~

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~~4.1 Social Worker and Case Manager positions are eligible for reclassification provided certain criteria are met.~~

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~~4.2 Social Worker I or Case Manager I Reclassification.~~

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~~4.2.1 Employees in a Social Worker I or Case Manager I position will be reclassified to level II once the following are completed.~~

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~~4.2.1.1 A written request for reclassification is submitted to the Department of Human Services Director.~~

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~~4.2.1.2 — Proof of maintenance of a current state license.~~

~~4.2.1.3 — Satisfactory performance evaluations are on file.~~

~~4.2.1.4 — Proof of participation in training provided by the Human Services Department.~~

~~4.2.1.5 — One (1) year of direct work experience performing the specific duties of a Social Worker or Case Manager.~~

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~~4.3 — Social Worker II or Case Manager II Reclassification.~~

~~4.3.1 — Employees in a Social Worker II or Case Manager II position will be reclassified to level III once the following are completed.~~

~~4.3.1.1 — A written request for reclassification is submitted to the Department of Human Services Director.~~

~~4.3.1.2 — Proof of maintenance of a current state license.~~

~~4.3.1.3 — Satisfactory performance evaluations are on file.~~

~~4.3.1.4 — Proof of participation in training provided by the Human Services Department.~~

~~4.3.1.5 — Three (3) years of direct work experience performing the specific duties of a Social Worker or Case Manager or completion of a Master's degree in Social Work.~~

~~5. — Juvenile Intake Worker Reclassifications.~~

~~5.1 — Juvenile Intake Worker positions are eligible for reclassification provided certain criteria are met.~~

~~5.2 — Juvenile Intake Worker I Reclassification.~~

~~5.2.1 — Employees in a Juvenile Intake Worker I position will be reclassified to level II once the following are completed.~~

~~5.2.1.1 — A written request for reclassification is submitted to the Children's Court Services Director.~~

~~5.2.1.2 — One (1) year of satisfactory experience performing the specific duties of a Juvenile Intake Worker.~~

~~5.2.1.3 — Satisfactory performance evaluations are on file.~~

~~5.2.1.4 — Completion of thirty (30) hours of training as mandated in Wis. Stat. §48.06 (am) and §938.06 (am) 1 and 2. Credit will be given for basic training courses previously taken.~~

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~~5.3 Juvenile Intake Worker II Reclassification.~~

~~5.3.1 Employees in a Juvenile Intake Worker II position will be reclassified to level III once the following are completed:~~

~~5.3.1.1 A written request for reclassification is submitted to the Children's Court Services Director.~~

~~5.3.1.2 Three (3) years of satisfactory experience performing the specific duties of a Juvenile Intake Worker.~~

~~5.3.1.3 Satisfactory performance evaluations are on file.~~

~~5.3.1.4 Proof of additional tract of advance Juvenile Intake Work annual training in addition to those required of Juvenile Intake Worker I.~~

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~~6.3. Parks and Forest.~~

~~6.3.1 Skilled Laborer positions will receive an increase of \$1.50 per hour when assigned crew leader duties.~~

~~3.2 Coon Fork Park Rangers will receive housing accommodations which include L.P. gas for heating and cooking. The adjusted annual value of in kind wages, inclusive of housing and utilities is \$1,237.~~

~~3.3 Coon Fork Park Rangers will receive a .78¢ per hour adjustment in recognition of the on-site living requirement.~~

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~~7.4. Highway.~~

~~7.4.1 Mechanics that obtain and maintain certification from ASE (The National Institute for Automotive Service Excellence) for heavy-duty truck service will be paid an annual certification allowance on the first pay period following their anniversary date of employment. The employee will submit proof of certification from ASE before payment. The allowance will be \$50 for each truck area test passed, with a maximum annual certification allowance of \$400 per employee for Master Certification.~~

~~5. Airport.~~

~~5.1~~ The Maintenance Technician positions at the airport will receive an additional fifty cents (\$.50) per hour for all hours worked as long as these positions provide ARFF services at the airport.

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~~8.6.~~ Subpoena Pay.

~~8.16.1~~ Employees who are subpoenaed or required to testify in court outside of their normally scheduled hours shall receive a minimum of one (1) hour pay.

~~8.26.2~~ Subpoena fees will be retained by the County.

~~9.7.~~ Appointment of Child Support Management and Legal Support Duties

~~9.17.1~~ The Corporation Counsel will appoint one Assistant Corporation Counsel to perform the duties of providing oversight of the county's child and spousal support, paternity, and medical support liability program in accordance with state and federal laws, rules and regulations as outlined in the job description addendum.

~~9.1.17.1.1~~ The Corporation Counsel will notify the Director of the appointment.

~~9.1.27.1.2~~ The Assistant Corporation Counsel appointed to these duties will receive an annual stipend of \$1,500 which will be distributed throughout the year each pay period.

~~10.8.~~ Field Training Officers.

~~10.18.1~~ Field Training Officers (FTO) will receive 75¢ per hour when training new employees only. The FTO will not receive this 75¢ for meetings.

~~11.9.~~ Death While an Active Employee.

~~11.1~~ Upon the death of an employee, the employer will pay to the employee's spouse or to the estate if there is no surviving spouse, any earnings due to the employee at the time of his or her death.

POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Revised Date: November 2012; October 13, 2013

Eau Claire County
Employee Policy Manual

~~POLICY 817 JOB ANALYSIS AND EVALUATION~~

- ~~1. Purpose. To establish a process of creating a hierarchy that establishes the worth of each job to the organization and is based on the job's content (such as the skills needed, job duties, and working conditions) or its external market value and not on the abilities of the individual performing the job.~~

- ~~2. Job Analysis.~~
 - ~~2.1 Employees may request a job analysis be performed by Human Resources one time per calendar year.~~
 - ~~2.1.1 Requests should be submitted in writing to the employee's immediate supervisor and should include the reason for the request and what changes have occurred within the position.~~

 - ~~2.2 Human Resources will perform a job analysis of the position and determine if substantial changes have occurred that warrant an update to the job description or a review of the position.~~

- ~~3. Job Evaluation.~~
 - ~~3.1 If Human Resources determines substantial changes in the position have occurred, a review of the best alternative for job evaluation will occur.~~
 - ~~3.1.1 Job evaluations may be performed internally or submitted to an outside organization for review.~~

 - ~~3.2 Upon completion of the job evaluation review, the Committee will review the results to determine if change in placement in the salary schedule is warranted.~~

~~Eliminate the policy~~

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REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: June 9, 2015		Information-Discussion		
Agenda Item No. 3		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: Update the Process for Position Management		Requires Recommendation to:		
	X	County Board		
		Other:		
		Form:	X	Ordinance 15-16/027
Bargaining Unit Involved: N/A			Resolution	
Prepared by: H. Murray			Report	
Reviewed by:		Other Action:		

During the 2015 budget process and the strategic planning review session, the Committee on Human Resources directed staff to look at how we are currently performing position management within the organization for alternatives to improve efficiencies. The Committee also requested a cost analysis of any proposed implementation.

Human Resources has worked with Information Systems and the Finance Department to review the alternatives available within our current Alio Financial System. We have determined that we can utilize the existing program to perform effective position management. This would not require a purchase of a new program and it allows the position management system and the payroll system to work together providing better real time reporting. The cost to implement would be staff time only; however, our proposal is to implement this at the same time we implement the classification and compensation plan. This will reduce the need for double entry should we implement at a later time.

In order to utilize the existing program, we will need to change how we perform position management within the organization. Currently, every single employee has a position number. This process is managed within Excel documents, employee files, and has various in house reports that have been written. The process is incredibly time consuming, in-efficient, and often results in a lot of time being spent researching who was last in a position to determine if there is in fact a vacancy.

The proposal is to establish a system where we manage Full time Equivalency (FTE) within a position title/location and assign employees to the position. When an employee is assigned to the position, the FTE is recalculated within the system automatically so we know what the "over/under" is of the FTE for the position. This is all managed electronically so at any given time we are able to retrieve a position number and determine who is in the position and how many vacancies, if any, there are.

For example, currently in Human Resources there are 3.0 approved FTE Human Resources Advisors. The position numbers associated with this position are:

- 0508-216-1-00-02 – Amanda Twitchell
- 0508-216-1-00-01 – Vacant (previously Jen Steinhorst)
- 0508-216-1-00-03 – Vacant (previously Lori Remington)

Also note that anytime a position changes FTE Status the position number changes and it generates paperwork within the Human Resources and Finance Department and a person receives a new position number.

We are proposing changing this so that a position title within a single location has one position number. For example, the Human Resources Advisor position in the above example would be position number 508216.

With the implementation of this process, the Committee and Board approve the number of Full time Equivalency within a position (in this example it would be 3.0 FTE). Any permanent changes in FTE would be approved by the Board. However, rather than a request for a new or modified "position" the request would be for new or modified FTE. While seemingly the same concept, this proposed process changes what we define as a position vs. FTE. Employees are no longer "positions" within the system.

Advantages of the change:

- By assigning every employee in a work location with the same position to a single position number we are able to easily identify who is in those positions. Currently this task requires a lot of manual look up and paper generation.
- We are able to use the current electronic system to identify if there is full time equivalency vacant within a position. Currently if we do not recall from memory who vacated a position we have to review many previous paper reports to identify the specific vacancy.
- We are able to see if there are too many FTE allocated to a position. Currently if two incumbents are assigned to the same position number there is not a report that can be generated to notify of the error.
- We are able to generate a report showing vacant FTE and overfilled FTE automatically if we choose.
- We no longer have to track people/positions on a spreadsheet separate from the financial system.
- We no longer have to double enter information into both a spreadsheet and the financial system.

Disadvantage of the change:

- We will no longer know who was in a position previous to a specific incumbent. Note, this is not 100% accurate currently as at times the manual process causes mistakes to occur.

Making this change does require an update to Title 3 of the County Code. Those updates are included with the agenda packet. Staff will be present to further explain this change as well.

The Committee is asked to review this request and make recommendation to the County Board to approve the changes to the position management process.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: June 9, 2015		Information-Discussion		
Agenda Item No. 4		Direction to Staff		
Department: Planning and Development	X	Approval-Denial		
Subject: Creation Recycling Box Attendant Position Classification and Addition of 1.4 FTE Recycling Box Attendant		Requires Recommendation to:		
	X	County Board		
		Other:		
		Form:		Ordinance
			X	Resolution 15-16/025
Bargaining Unit Involved: N/A			X	Report
Prepared by: H. Murray		Other Action:		
Reviewed by:				

The Planning and Development Department currently contracts with seven individuals to perform attendance duties at the various recycling drop box locations. A review of this position was performed by the Corporation Counsel's office and shows that rather than contracting with these individuals, they should be regular part time employees.

Given this is a new position classification (title) the Human Resources Committee is asked to recommend creation of this position classification effective July 12, 2015. Each individual is allocated .20 FTE, for a total 1.4 FTE being requested for authorization. Currently these contracted individuals receive \$10.20 per hour, we recommend they remain at that wage rate.

This is a budgeted item that is currently managed through contract so there is no fiscal impact to this change.

1 Enrolled No.

2 RESOLUTION

3 File No. 15-16/025

4 - CREATING A RECYCLING BOX ATTENDANT POSITION CLASSIFICATION AND
5 ADDING 1.4 FTE RECYCLING BOX ATTENDANT POSITIONS-

6 WHEREAS, the planning and development department currently contracts with 7 individuals
7 to perform attendant duties at the various recycling drop box locations; and

8
9 WHEREAS, as a result of questions raised regarding the employment status of these
10 individuals Corporation Counsel's office was asked to provide a legal review; and

11
12 WHEREAS, Corporation Counsel's Office determined that the recycling drop box attendants
13 were in fact regular part time county employees; and

14
15 WHEREAS, each of the 7 individuals will be allocated .20 FTE for a total of 1.4 FTE
16 effective July 12, 2015; and

17
18 WHEREAS, this is a budget item that is currently managed through contract so there is no
19 fiscal impact to this change.

20
21 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors
22 create the Recycling Box Attendant Position Classification and add 1.4 FTE Recycling Box
23 Attendant Positions.

24 ADOPTED:

25
26
27 _____
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30 _____
31 _____
32 _____
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35 _____

36 Committee on Human Resources

37 KRZ/yk

38
39 Dated this _____ day of _____, 2015.

4 - AMENDING SECTION 3.01.010 E., G. & H. OF THE CODE: DEFINITIONS;
 5 AMENDING SECTION 3.03.020 A. 3., D. 4., 10. AND 11. OF THE CODE:
 6 RESPONSIBILITY AND AUTHORITY; REPEALING SECTION 3.05.020 B. 3. OF THE
 7 CODE: RESPONSIBILITY AND AUTHORITY; AMENDING 3.05.020 C. OF THE CODE:
 8 RESPONSIBILITY AND AUTHORITY; AMENDING SECTION 3.15.030 OF THE CODE:
 9 POSITION ESTABLISHMENT; AMENDING SECTION 3.15.040 A. OF THE CODE:
 10 POSITION DESCRIPTIONS; AMENDING SECTION 3.15.070 A. OF THE CODE:
 11 REGULAR AND PROJECT POSITION TITLES -

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

13 **SECTION 1.** That Subsections E. G. & H. of Section 3.01.010 of the code be amended
 14 to read:
 15

16 E.. "Limited term employment" means employment in a short-term position for a
 17 period not to exceed ~~1200 hours~~ three (3) months or 390 total hours.

18 G. "Seasonal employment" means employment in a position ~~not more than 180~~
 19 ~~continuous calendar days, including weekends, county-observed holidays and other days~~
 20 ~~incorporating both voluntary and/or involuntary leave~~ for which annual work is six (6) months or
 21 less and is an average of 130 hours per month or less during that six (6) month period. Seasonal
 22 employment begins at approximately the same part of the year, such as summer or winter.

23 H. "Supervisor" means the ~~governing body~~, department head or designee ~~thereof~~
 24 which is responsible for the work product, control, direction of work assignments and the
 25 evaluation of subordinate County employees.
 26

27 **SECTION 2.** That paragraph 3. of Subsection A. of Section 3.03.020 of the code be amended
 28 to read:
 29

30 A. The county board shall:

- 31 1. Authorize by ordinance any amendments to the human resources code;
- 32 2. Confirm non-elected department head appointments;
- 33 3. Authorize the creation, addition, reduction, or abolition ~~or reclassification~~
 34 of full time equivalency of all regular positions pursuant to Chapter 3.15; and
 35

36 **SECTION 3.** That Subsection D. of Section 3.03.020 of the code be amended to read:
 37

38 D. The director shall:

- 39 1. Administer the human resources code, the Employee Policy Manual and
 40 Human Resources Administrative Manual and perform those functions provided therein;
- 41 2. Lead strategic efforts and make operational decisions in all areas of
 42 personnel management including employment and recruiting, training and development,
 43 classification and compensation, benefits, employee relations, labor negotiations, personnel
 44 records and health and safety;
- 45 3. Make recommendations regarding overall personnel resource strategic and
 46 workforce planning;
- 47 4. Develop and maintain classification and compensation plans;
- 48 5. Review reorganization recommendations made by department heads to
 49

1 outline appropriate action for the board;

- 2 6. Approve setting the salary of new employees above the minimum;
- 3 7. Approve exceptions to benefits policy;
- 4 8. Approve travel costs of applicants;
- 5 9. Monitor temporary assignments and use of overtime; and
- 6 10. Maintain a list of regular position titles, and
- 7 11. Maintain a record of authorized full time equivalency for each position.

8
9
10 **SECTION 4.** That paragraph 3. of Subsection B. of Section 3.05.020 of the code be repealed.

11 **SECTION 5.** That Subsection C. of Section 3.05.020 of the code be amended to read:

12
13
14 C. All employees shall notify ~~their supervisor~~ human resources of any changes which
15 affect their personal status, such as changes in name, address, telephone number, marital status or
16 eligible dependents.

17
18 **SECTION 6.** That Section 3.15.030 of the code be amended to read:

19
20 3.15.030 Position and full time equivalency (FTE) establishment.

21 A. Authorization for all regular positions titles and full time equivalency or changes
22 therein is subject to the recommendation of the governing committee, the committee and
23 approval by the board.

24 B. Authorization for all limited term and seasonal positions or changes therein shall
25 be approved by the director, subject to departmental budgetary constraints.

26 C. Each ~~position~~ full time equivalency within a position title shall be determined and
27 shall be designated as regular, limited term, or seasonal and the annual scheduled hours for the
28 position determined.

29 D. Authorization for the addition, reduction, or deletion of FTE within a position title
30 is subject to the recommendation of the governing committee, the committee, and approval by
31 the board.

32
33 **SECTION 7.** That Subsection A. of Section 3.15.040 of the code be amended to read:

34
35 A. New positions classification. The department head shall submit a completed
36 position requisition and supporting documentation to the director. The director or designee shall
37 prepare a new position description.

38
39 **SECTION 8.** That Subsection A. of Section 3.15.070 of the code be amended to read:

40
41 A. The director shall maintain a list of regular position titles used in county service
42 which shall include the position title, number of ~~positions~~ FTE per position title, ~~full-time~~
43 equivalency (FTE), salary code and any contingent conditions for specific positions. The list is
44 available from human resources by request.

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ADOPTED:

Committee on Human Resources

KRZ/yk

Dated this _____ day of _____, 2015.

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

MINUTES

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

Members Absent: Mike Conlin

Staff Present: Heather Murray, Keith Zehms, Jenalee Grabowski

Others Present: Ron Cramer, Amy Sires, Scott Rasmussen and Philip Nesbit

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

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)

Motion Sue Miller to approve reimbursement of uniform cost up to \$720.00 upon submittal of receipt. Motion carried 4 to 0.

Human Resources: Update of Policy 527 Clothing Allowance/Approval-Denial/Information-Discussion/Direction to Staff. (p. 4-5)

Motion Mark Olson to postpone Update of Policy 527 Clothing Allowance for further review. Motion carried 4 to 0.

Human Resources: Affirmative Action Plan Update/Direction to Staff/Information-Discussion. (p. 6)

Human Resources Director, Heather Murray, provided an update on the status of the Affirmative Action Plan. Motion Mark Beckfield to postpone due date until September 2015. Motion carries 4 to 0.

Finance Department: Wellness Program Update/Information-Discussion. (p. 7)

Finance Director, Scott Rasmussen, and Payroll and Benefits Supervisor, Amy Sires, provided an update and overview of the Wellness Program.

Review/Approval of the April 10, 2015 Minutes. (pp. 8-9)

Motion Mark Olson to approve the April 10, 2015 Minutes. Motion carried 4 to 0.

Set Meeting Dates.

The next meeting is scheduled for June 9, 2015 at 4:30p.m.

Adjourn.

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

Respectfully submitted,

Jenalee Grabowski
Committee Clerk

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.