

AD HOC TRANSITION COMMITTEE MINUTES  
October 21<sup>th</sup> 2013 Room A260

The meeting was called to order by Chairman Miller at 8:32 a.m. Roll call: Bays, Johnson, Miller, Stuchlak and West. Also present: Larson, Wagner, Wollin, Djumadi, McLaughlin, Kotlowski, Cable and Phillippi.

Motioned by Bays/Stuchlak to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Johnson/Bays to approve the minutes from August 22, 2013. Motion carried by unanimous voice vote.

Motioned by Bays/West to postpone the following items until the next meeting:

- Item #5 Discuss and/or act on Appendix B Family Medical Leave Act; (Employee Handbook appendix)
- Item #6 Discuss and/or act on Draft Appendix B resolution
- Item #7 Discuss and/or act on increasing Part LTE positions from 120 to 180 days to coincide with the working season and the Fair Employment Standards Act

Motion carried by unanimous voice vote.

*Item #8 Discuss and/or act on Administrative Manual Chapter 1*

3.02 Authorization to Hire Recruitment:

- Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form and a copy of the current/updated job description to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Director to initiate recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information and sign the form with appropriate comments within seven (7) business days begin recruitment. A vacancy in an existing position shall be removed from the table of organization unless a Personnel Recruitment Form has been submitted and approved within six (6) months from the date of the vacancy. The County Board may approve exceptions to this. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget. An on-call employee may not be placed in a regular position unless placement follows the recruitment policy.

4.03 Promotions and Transfers:

Replace existing language with the following:

- Internal Advancement
  - It may be possible for a position to be filled by selecting a current qualified employee for a new or refilled position either by department or countywide. Candidates for promotion must complete the appropriate steps, possess the required skills, knowledge, and abilities, and be recommended by the Personnel Department and/or Department Head. Promotions solely from within may be considered prior to initiating the general open recruitment process if it is anticipated that there may be a pool of qualified candidates, and letters of interest may be requested. If the general recruitment process has begun, any qualified County employee may apply and be considered along with other applicants. If either the Department Head or employee believes the status change is not suitable, the employee may return or will be returned to the position formerly held. If the position has been filled or eliminated, the employee shall be placed on layoff status.

Strike 4.03B Transfers completely as this is not applicable.

Items on next agenda:

- a. *Evaluation of candidates;*
- b. *Interviews;*
- c. *Selection;*
- d. *Physical Examine;*
- e. *Letter of offer;*
- f. *Eligibility Lists;*
- g. *Hiring of Department Heads;*
- h. *Hiring of an Administrative Coordinator/Director of Finance;*
- i. *Employee orientation/orientation period;*
- j. *Drug/Alcohol testing;*
- k. *Physical examination;*
- l. *Volunteer service policy;*
- m. *Wages;*
- n. *Reclassification;*
- o. *Employee discipline & discharge;*
- p. *Exit interview;*

*Item #9 Discuss and/act or on draft resolution for the first chapter of the Administrative Manual;*

*Item #10 Discuss department head comments;*

*Item #11 Discuss code of conduct resolution and policy;*

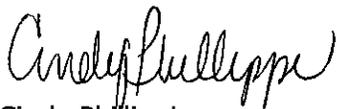
*Item #12 Identify future agenda items:*

- q. *Code of conduct resolution;*
- r. *Code of conduct;*
- s. *Appendix B Family Medical Leave Act; (Employee Handbook appendix)*
- t. *Draft Appendix B resolution;*
- u. *Administrative Handbook Forms;*

Next meeting date: October 29, 2013 at 1:00 p.m.

Motioned by West/Bays to adjourn at 10:55 a.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Phillippi  
Recording Secretary

These minutes have not been approved.