

Ad Hoc Transition Committee Minutes  
March 12, 2012, 3:00 p.m.

The meeting was call to order at 3:03 p.m. by Chairman Miller. Present were Miller, Ward, Johnson, Croke, Cohen, and Sumpter. Excused: Stuchlak and West. Also present: Borowski, Djumadi, Russ, Kaye and Jones.

Motioned by Ward/Cohen to approve the agenda. Motion carried by unanimous voice vote.

Bayes and Larson arrived at 3:15 p.m., Wollin arrived at 3:20 p.m., Kotlowski arrived at 3:30.

Discussion was held relating to post January 1, 2012 employee benefits/policies in light of budget repair bill and recommended policy manual changes. An Adams County Personnel Policy Manual (Version 3-12-2012) was distributed.

Page 4 –work week hours was discussed. The County shall set the work week, under the Fair Labor Standards Act.

Page 9, 3.02 – Personal Day will replace Floating Holiday  
2.05 - Remove F (Compensatory time may never be used in such a manner as to constitute an opportunity to be absent from work for longer than one (1) continuous workweek.)

Page 14, 2.01- Holidays. Discussion was held on how to pay for Christmas Eve and Christmas Day.

Carrying of concealed weapons policy is referenced in the Personnel Policy Manual.

Page 14, 3.01 – Accumulation. The calculation of sick leave accrual was discussed. Work days consist of different hours for various departments. It was determined that it would be more fair to use a multiplier applied to the number of hours in the workday rather than accruing one day per month.

Payment for call-in on holidays was also discussed – holiday pay at straight time and premium pay (double time) for call-in on legal holidays.

Kotlowski and Russ left at 5:00 p.m.

Security on computers (shared passwords) was discussed. It was determined that Department Heads should have access to all passwords in their department should the event occur when individual's computer programs need to be used in their absence. Passwords should not be shared by employees.

The County Clerk is to work with Borowski to incorporate the new language in to the Adams County Personnel Policy Manual and the manuals could be delivered by the Sheriff's department separate from the County Board packet.

Next meeting date and agenda: To be determined following elections.

Motioned by Cohen/Ward to adjourn at 5:25 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Linda Renner

Recording Secretary

These minutes have been approved.