

Ad Hoc General Administrative and Policies Committee Meeting Minutes  
June 9, 2009, 4:00 p.m.

Called to order by Terry James at 4:00 p.m. Roll call was taken, present England, Sumpter and James. Excused West, Ward. Also present Barb Petkovsek, Administrative Coordinator/Director of Finance.

The meeting was properly noticed.

Motioned by Sumpter/England to approve the agenda. Motion carried by unanimous voice vote.

Motioned by England/Sumpter to approve the May 26, 2009 minutes. Motion carried by unanimous voice vote.

Phillippi present at 4:10 p.m.

Nickel present. Nickel does not want to pay comp time out he would like to see that comp time can be utilized through February the next year rather than Dec of the current year. Barb will contact WRS to obtain the rules for utilization of comp time from a prior year in the next year. She will report back to the committee on this.

James read the department head comments. There was much discussion regarding them.

## **SECTION 5 – RECLASSIFICATION**

### **5.01**

- A. A Department Head, non-represented employee, or Union employee may request a classification review from ~~June~~ **May 1<sup>st</sup>** to ~~June~~ **May 30<sup>th</sup> 31<sup>st</sup>** each year.
- D. All recommended employee reclassifications shall be submitted by the Department Head to the Personnel Director using the Justification For Upgrades Form. The Personnel Director shall present the request to the Administrative Coordinator/Director of Finance. ~~If approved~~ **Upon review** by the Administrative Coordinator/Director of Finance, **for completeness** the Personnel Director shall forward it to **consulting firm and then to** the Executive Committee. Actions by the Executive Committee shall be forwarded to the Department Head in writing by the Personnel Department within sixty (60) days of the request. Any changes shall take effect January 1<sup>st</sup> of the year following the reclassification, unless changed by the Executive Committee **any emergency reclassifications deemed necessary by the Personnel Director will be considered by the Executive Committee.**
- E. When reclassified to a higher position, an employee's pay range shall be placed by the Personnel Director or outside consulting firm, with the ~~approval~~ **review** of the Administrative Coordinator/Director of Finance.

**5.02 Appeal.** An employee may appeal the pay grade placement, within ten (10) business days of final decision, by obtaining an Appeals Form, from the Personnel ~~Department~~ **Director**.

## **SECTION 6 – PROMOTION**

~~**6.01** Promotion is the movement of an employee from one (1) classification to a higher classification resulting from competition and having a greater pay range maximum. An employee shall only be eligible for a promotion by following the same application process as any other applicant. An employee would be considered promoted once the final acceptance is given and a start date for the new position is determined.~~

~~**6.02** When promoted, an employee's pay shall be increased to the step, which provides at least a four percent (4%) increase in the classification. Pay step advancement shall be provided in accordance with County Policy.~~

~~**6.03** The employee shall also carry with him to the new position any accumulated sick leave and vacation benefits, as well as his seniority as a County employee for the purposes of earning vacation and sick leave.~~

~~**6.04** The promoted employee shall only transfer two (2) working days of compensatory time to the new position. The remaining balance of accumulated compensatory time shall be paid out, by the Department the employee is moving from, at the employee's rate of pay prior to the promotion.~~

~~**6.05** The promotion shall not be regarded as permanent until the employee satisfactorily completes a two (2) month familiarization period.~~

~~**6.06** The employee may use earned sick leave, vacation and other benefits during this two (2) month period.~~

## ~~**SECTION 7 – DEMOTION**~~

~~**7.01** Demotion is the movement of an employee from one (1) classification to another lower paid classification resulting from a disciplinary measure, voluntary demotion, or in response to cutbacks due to fiscal restraints. Demotions shall be reviewed and authorized by the Administrative Coordinator/Director of Finance. Salary schedule placement for authorized demotions shall be as follows:~~

~~A. **Disciplinary demotion.** Placement on a step in the lower salary range that provides a minimum of a one (1) step decrease in salary (e.g. employee in step two (2) shall be placed in step one (1) of the new salary range).~~

~~B. **Non-disciplinary, voluntary or fiscal demotions.** Placement shall be in the same grade but at a lower step that is closest to, but not above his most recent rate of pay. In the event that his rate of pay, prior to the date of demotion, exceeds the maximum rate of pay in the new salary range, he shall receive the maximum rate of pay in the new salary range.~~

~~C. The employee's timing of pay step advancement continues in accordance with County Policy.~~

~~**7.02** The demoted employee shall carry with him any accumulated sick leave and vacation benefits, as well as his seniority as a County employee for the purposes of earning vacation and sick leave.~~

~~**7.03** The demoted employee shall only transfer two (2) working days of compensatory time to the new position. The remaining balance of accumulated compensatory time shall be paid out, by the Department the employee is moving from, at the employee's rate of pay prior to demotion.~~

~~**7.04** Demotions shall not be regarded as permanent until the employee satisfactorily completes a two (2) month familiarization period.~~

~~**7.05** The employee may use earned sick leave, vacation and other benefits during this two (2) month period.~~

## ~~**SECTION 8 – TRANSFER**~~

~~**8.01** Transfer is the assignment of an employee from one (1) position to another in the same~~

~~classification or to a classification within the same pay grade.~~

~~**8.02** Whenever an employee transfers to another position, he shall carry with him to the new position any accumulated sick leave and vacation benefits, as well as his seniority as a County employee for the purposes of earning vacation and sick leave.~~

~~**8.03** The employee that transfers positions shall only transfer two (2) working days of compensatory time to the new position. The remaining balance of accumulated compensatory time shall be paid out, by the Department the employee is moving from, at the employee's rate of pay prior to the transfer.~~

~~**8.04** The employee may use earned sick leave, vacation and other benefits during this two (2) month period.~~

~~**8.05** Such transfers shall not be regarded as permanent until the employee satisfactorily completes a two (2) month familiarization period.~~

~~**8.06** The employee shall remain at the same pay step when transferred, and the pay step advancement shall continue in accordance with County Policy.~~

## **SECTION 9 – FAMILIARIZATION PROBATION PERIOD**

~~**9.01** When a~~ **An** employee is required to serve a sixty (60) day familiarization **probation** period to get acquainted with the new job duties. If, during this period, either the employee, Department Head, or Personnel Director **or the 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 lay-off status.**

## ~~**SECTION 10 – TEMPORARY ASSIGNMENT**~~

~~**10.01** A temporary assignment is an assignment for at least two (2) weeks duration, which requires approval by the Personnel Director and Administrative Coordinator/Director of Finance. An employee temporarily assigned to a higher classified position shall receive at least a five percent (5%) increase in their rate of pay at the grade of the employee leaving, vacating, or on leave of absence from the position.~~

## ~~**SECTION 1 – FRINGE BENEFITS**~~

~~**1.01** Fringe benefits or benefits in which there is some County cost associated with, participation is generally available to employees working an average of eighty five (85) hours or more per month per year. Union contract provisions governing union employees may differ from those eligibility standards and County contribution levels. Limited Term Employees (LTE) are covered under FICA, Unemployment Compensation, Workers' Compensation and Wisconsin Retirement, if they qualify. It is the employee's responsibility to notify the **Administrative Coordinator/Director of Finance** County Clerk's Office within two (2) calendar weeks of all changes in address, marital status or if there has been a change in a dependents status that may affect any of the benefits offered by the County. Any of the benefit providers listed in the Personnel and General Administrative Policies are subject to change anytime at the County's discretion.~~

~~An employee temporarily assigned to a lower classified position shall receive his regular rate of pay.~~

## ~~**SECTION 4 – LIFE INSURANCE**~~

Add Section 4.03 Whole life plan (language to come from Barb at next meeting)

Set the next meeting date for June 23rd at 3:00 p.m. starting with page 42.

Motioned by Sumpter/England to adjourn at 6:10 p.m. Motion carried by unanimous voice vote.

## **CHAPTER 2, SECTION 7 – EMPLOYEE SELECTION PROCESS**

**7.02 Promotions and Transfers.** In limited cases, it may be possible for a position to be filled through promotion of current County employees. This may be promotion from temporary to permanent status, or within similar job classifications, or along a ladder type job progression. Candidates for promotion must complete the appropriate steps of the competitive evaluation, possess the required skills, knowledge, and abilities, and shall be approved by the Personnel Director, and then by the Administrative Coordinator/Director of Finance.

Promotional opportunities for non-union **employees** may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or Countywide. Whichever method is used, the Personnel Director must be satisfied that the candidate possesses the necessary knowledge, skills, and abilities. No probationary period is required for promotions or transfers.

Section 6.02 thru 6.04 are now under Section 7.02 as such:

**6.02—A.** When promoted, an employee's pay shall be increased to the step, which provides at least a four percent (4%) increase in the classification. Pay step advancement shall be provided in accordance with County Policy.

**6.03—B.** The employee shall also carry with him to the new position any accumulated sick leave and vacation benefits, as well as his seniority as a County employee for the purposes of earning vacation and sick leave.

**6.04—C.** The promoted employee shall only transfer two (2) working days of compensatory time to the new position. **If you move from a non exempt position to an exempt position all compensatory time shall be paid out in full.** The remaining balance of accumulated compensatory time shall be paid out, by the Department the employee is moving from, at the employee's rate of pay prior to the promotion.

**CHAPTER 4, SECTION 9 – FAMILIARIZATION PROBATION PERIOD** is now under section 7.02 as such:

**9.01—D.** ~~When a~~An employee is required to serve a sixty (60) day ~~familiarization~~ **probation** period to get acquainted with the new job duties. If, during this period, either ~~the employee,~~ Department Head, or Personnel Director **or the 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 lay-off status.**

Set next meeting date for June 23<sup>rd</sup>, 2009 at 3:00 p.m. Committee will start on page 42.

Motioned by Sumpter/England to adjourn at 6:10 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,  
Recording Secretary