

Ad Hoc General Administrative and Policies Committee Meeting Minutes
May 26, 2009, 4:00 p.m.

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

The meeting was properly noticed.

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

Motioned by England/Sumpter to approve the May 12, 2009 minutes. Motion carried by unanimous voice vote.

The committee looked at Section 13 – Volunteer Service Policy, from last month's meeting. Barb will continue to work on it. Section 13 will be reviewed again at the next months meeting.

Chris Murphy present at 4:05 p.m.
West and Phillippi present at 4:15 p.m.

The committee looked at the amended draft recruitment form. They will take it home, review it and discuss it again at the next month.

Chapter 2, Section 8, 8.01 & 8.04 was discussed. Barb and Cindy are working on an outline and will submit it to the committee for review when it is complete.

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

The committee feels department heads should be able to manage their own departments, create and design their own dress policy. Departments should have a blue print of what is expected and communicate that to their staff. Jack Albert, Corporation Counsel was asked about the legality of doing it this way, he indicated that management can assert their rights as operational needs vary.

Motioned by Ward/West to leave SECTION 7 - PERSONAL APPEARANCE AND HOUSEKEEPING

7.01 Personal Appearance. The purpose of this Policy is to preserve the County's image and maintain good job safety and health conditions. County employees are in the forefront of providing services to the general public. Personal appearance is an essential element of good public relations. The public forms its opinion of County Government by the appearance and attitude of our employees. Good public relations and pleasing appearance are key factors in maintaining a professional image. Employees shall conform to dress code uniform requirements as established by the various Departments of the County, which shall only be implemented with approval by the Administrative Coordinator/Director of Finance. Except when working conditions prevent it, employees shall be clean, neat and respectable in appearance.

just as it is. Motion carried by roll call vote, 4 yes, 1 no. Voting no Sumpter. Motion carried.

If there are problem with employees not following dress codes established by departments, they should be referred to the departments oversight committee or the Administrative Coordinator/Director of

Finance.

CHAPTER FOUR: SALARIES AND WAGES

SECTION 1 - WAGES

1.01 Employee salaries shall be determined by classification as set by the County Board using the County Pay Structure. No employee shall be paid per diem. Elected Official salaries shall be determined by the County Pay Structure set by the County Board, **in accordance with Wisconsin State Statutes.**

1.02 Any change in an employee's wages or a change in employment status shall be submitted on an Employee Change Notice **by the Personnel Director** to the **County Clerk's Administrative Coordinator/Director of Finance** Office prior to the ~~Tuesday~~ **Friday preceeding** of payroll week, after the status change occurs. Change notices do not need to be submitted for cost of living adjustments (COLA) or step increases.

1.03 Employees shall receive a step increase in pay on ~~April~~ **January** first (1st) of each year. A step increase shall be given once a year until they reach market comparability (grade 7) and then moving up a step every other year.

1.06 The Personnel ~~Department~~ **Director** shall send a letter to all employees, with a copy to the ~~County Clerk's~~ **Administrative Coordinator/Director of Finance** Office, who are transferred, reclassified, promoted, demoted, or who are temporarily assigned to another position documenting the pay and benefits that shall be received with the change in the employee's position.

~~**1.08 Re-Hire.** An employee who terminates and returns to a similar position shall be placed at the step of the classification the employee was at when he left employment, upon approval of the Administrative Coordinator/Director of Finance, or the Personnel Director in the Administrative Coordinator/Director of Finance's absence. As long as the employee retains the skills needed to complete the position requirements at the time of rehire. If returning to a dissimilar position, the employee will be placed at the first (1st) step of the classification, exceptions may be approved by the County Administrative Coordinator/Director of Finance, or the Personnel Director in the Administrative Coordinator/Director of Finance's absence, for extenuating circumstances.~~

SECTION 2 - OVERTIME AND COMPENSATORY TIME

2.05 Exempt Employees.

B. Full-time exempt (salaried) employees are normally expected to work an average of forty (40) hours per workweek. Exempt employees may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the Office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that exempt employees shall take no more than one (1) full day off consecutively for hours worked in excess of forty (40) hours for work outside of normal working hours, ~~without approval of the Administrative Coordinator/Director of Finance~~ **not to exceed four (4) calendar days in a year.** All full time exempt salaried employees shall have their benefits calculated based on a forty (40) hour workweek. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee. Any violations of this Policy shall be reported to the Personnel Director for appropriate disciplinary action, up to and including termination.

The only exception shall be the Park Managers of Petenwell and Castle Rock Park. Which in accordance with the Fair Labor Standards Act, may accrue compensatory time for hours worked in excess in forty (40) hours per workweek.

2.06 Use of Compensatory Time.

- E.** Compensatory time may be accumulated, not to exceed one hundred hours (100), any hours in excess shall be paid out at one and one-half (1½) times the employee's rate of pay. It is the Department Head's responsibility to monitor and pay out employees for any excess hours. ~~With the exception of Building Inspectors in the Planning & Zoning Department, that may accumulate compensatory time, not to exceed one hundred and seventy five (175) hours, any hours in excess shall be paid out at one and one half (1½) times the employee's rate of pay.~~ All compensatory time earned shall be used by ~~the end of February~~ **December 15th** or paid out by **the last payroll period** of each year for all employees.

SECTION 3 - TIME CARDS

3.03 Each employee shall sign their time card verifying that the time documented is accurate and correct. It is the responsibility of the Department Head or his designee to also sign the time card indicating he has reviewed the information and agrees the employee is paid as provided by the information on the time card. Time cards for all employees are to be to the ~~County Clerk's~~ **Administrative Coordinator/Director of Finance** Office prior to 10:00 a.m. on ~~Tuesday~~ **Monday** the week payroll is being processed.

SECTION 4 - PAY CHECKS

4.01 Pay Schedule. Employees shall **receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday.** ~~be paid biweekly on alternate Fridays. If a payday is an observed holiday, employees will be paid on the preceding workday.~~

4.02 Distribution of Checks. The County Clerk will distribute paychecks **stubs** in a confidential manner to Department Heads, or their designees, **on Friday of the payroll week. no earlier than 3:00 p.m. on the Thursday of the payroll week.** ~~Checks are distributed on Thursday as a courtesy. Shall any problems arise, at the Administrative Coordinator/Director of Finance's discretion, checks will be distributed on the Friday of payroll week.~~

West and Ward to be excused at the June 9th meeting.--

Barb explained that the mutual does not want to review the policy in sections. They want to review it as a whole document.

Set the next meeting date for June 9th at 4:00 p.m. starting with Section 5 on page 35.

Motioned by Sumpter/England to adjourn at 6:35 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary