

Ad Hoc Transition Committee Minutes
January 19, 2012, 1:00 p.m., Room A231

The meeting was call to order at 1:05 p.m. by Chairman, Miller. Present, Croke, West, Stuchlak, Johnson, and Sumpter. Excused: Ward and Cohen. Also present: Phillippi, Diemert, Price, Rhinehart, Beckman, Wollin, Kotlowski, Bays, Cada, Jones, Larson, Grosshuesch, Guerin, Mickelson, and Reynolds.

Motioned by Sumpter/Croke to approve the agenda. Motion carried by unanimous voice vote. Motioned by Stuchlak/West to approve the minutes from Dec 8, 2011. Motion carried by unanimous voice vote.

Discussion took place regarding post January 1, 2012 employee benefits/policies in light of budget repair bill. The committee will review the sample conversion of the Administrative Policy Manual into employee handbook and discuss at their next meeting. Stuchlak would like the employee handbook to be smaller.

Discussion took place on changes to the policy manual adopted November 2011.

Chapter 4. Section 2.

Change Title to Overtime, ~~and~~ Compensatory Time, On-call, Call-in, and Shift Differential

2.02 Overtime.

A. For non-law enforcement employees, Overtimes based on the Fair Labor Standards Act.

B. Employees who meet the FLSA 207(k) exemption. ~~overtime is defined~~

2.08 On-Call Pay: On-call is defined as the availability of a non-exempt staff person to respond to a pager or designated cell phone request according to a pre-established schedule; and to perform required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-call employees will be paid 1-½ times their rate of pay for hours worked beyond their 40-hour workweek. Employees who are required to respond to after-hours calls during the week will be paid \$1.25 per hour. Employees required to be on-call during weekends and holidays will be paid \$1.75 per hour. This benefit does not apply to ‘natural emergency’ on-call such as salting or plowing operations.

2.09 Call-in Pay. If an employee is called-in and physically reports to work at other than their normal time, the employee will receive a minimum of two-hours of pay for such work or pay for the actual time worked, whichever is greater. The two-hour minimum will be calculated as hours worked **for the pay period. Overtime pay will apply if the employee has worked more than 40 hours in the week. For the purposes of calculating call in pay, the two-hour minimum will not be stacked if called back within the same two-hour period.**

2.10 Shift Differential. If an employee (**dispatch/jail only**) works a regular shift between the hours of 6:00 p.m. and 6:00 a.m., the employee shall receive a shift differential of twenty cents (\$.20) per hour.

Chapter 6. Section 1. VACATION

Change 1.01 ~~This~~ **These** vacation schedules **applies** to all employees except those covered by a separate Collective Bargaining Agreement.

Amend bullet point “~~Every employee must use one consecutive block of 40 hours.~~” Every full-time employee must use at least five consecutive vacation days each year. **An exception may be made by the department head.**

Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:

Full-time employees working 75 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	75 Hours	2.885 hrs
7-12	112.5 Hours	4.327 hrs
13-19	150 Hours	5.769 hrs
20+	187.5 Hours	7.212 hrs

Full-time employees working 12 hours shift schedules shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	84 hours	3.231
7-12	126 hours	4.856
13-19	168 hours	6.462
20+	210 hours	8.087

Chapter 6. Section 2 – Holidays and ~~Floating Holidays~~ Personal Days

Remove: “~~Except Highway Department employees~~” in 2.01 G.

2.03 ~~Floating Holiday~~ Personal Day. In addition to holidays, one (1) ~~floating holiday~~ personal day shall be granted to all employees upon hire. ~~An additional floating holiday~~ **A second (2) personal day** shall be granted to those employees who have been employed by the County for at least three (3) years, on January 1st, following the third (3rd) year of employment. ~~The floating holiday~~ **Personal day(s)** must shall be used during the calendar year in which ~~it is~~ **they are** earned or ~~it~~ **they** shall be considered waived by the employee. There is no cash payout for the ~~floating holiday~~ personal day upon termination.

In lieu of the day after Thanksgiving, those employees assigned to dispatch/jail shall recognize Easter Sunday as a holiday.

The sheriff’s department shall calculate holiday pay occurring on the actual date of the legal holiday.

2.04 Work on Holiday.

A. For those departments that are required to schedule employees on the above-mentioned holidays, an employee who is scheduled to work shall be paid 1½ times their rate of pay for hours worked in addition to the standard holiday pay.

B. For those employees ~~that~~ **who** are called into work on a holiday, any hours worked on the holiday shall be paid at double time in addition to the standard holiday pay.

Motioned by Sumpter/Croke to approve the above sections of the Administrative Policy Manual.
Motion carried by unanimous voice vote.

A proposed draft resolution for the amendments to the policy for the February 2, meeting with language to include retro back to January 1, 2012.

Croke excused at 3:11 p.m.

Set next meeting date, Feb 2, 2012 at 1:00 p.m.

Motioned by West/Stuchlak to adjourn at 3:15 p.m. Motion carried by unanimous voice vote.

Cindy Phillippi

Recording Secretary

These minutes have been approved.