

AD HOC TRANSITION COMMITTEE MINUTES
November 21st, 2013, Room A260 8:30 a.m.

The meeting was called to order by Chairman Miller at 8:34 a.m.
The meeting was properly noticed. Roll call, Johnson, Bays, Miller, and Bays present.
Excused, Stuchlak and West. Also present: Zander, Wagner, Larson, Rogers, Cable, Wollin
and Phillippi.

Motioned by Bays/Johnson to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Bays/Johnson to approve minutes from November 7, 2013. Motion carried by
unanimous voice vote.

Motioned by Johnson/Bays to approve Resolution for Volunteers and attachment. Miller
requesting striking Criminal from 1.02, all concurred. Motion to approve resolution with
attachment striking Criminal carried by unanimous voice vote.

Motioned by Bays/Johnson to approve Resolution for Drug & Alcohol test and attachment.
Motion carried by unanimous voice vote.

Motioned by Bays/Johnson to approve Resolution for Employee Orientation and attachment.
Motion carried by unanimous voice vote.

Discuss and/or act on Resolution for Wages, placed on hold.

Motioned by Bays/Johnson to approve Resolution to rescind Chapters 3, 5, 6 and Chapter 2,
Sections 9 and 10 of the Personnel and General Administrative Policy adopted by Res. #51, 2011.
Motion carried by unanimous voice vote.

Motioned by Johnson/Bays to deviate to Item #13 Discuss and/or act on Resolution for Mission, Item
#14 Discuss and/or act on Resolution for Vision and Item #15 Discuss and/or act on Resolution for
Values. Motion carried by unanimous voice vote.

Motioned by Bays/Johnson to approve Resolution for Adams County Mission Statement, Resolution for
Adams County Vision Statement and Resolution for Adams County Values Statement. Motion carried
by unanimous voice vote.

Motioned by Bays/Johnson to deviate to Item #11 Discuss and/or act on: a. Reclassification, b.
Employee discipline & discharge and c. Exit interview. Motion carried by unanimous voice vote.

a. **Reclassification**

Language to read as:

SECTION 11 – RECLASSIFICATION

11.01 The reclassification of an employee is the reassignment of a position from one (1) pay range to
another to recognize a change in the duties and/or responsibilities of a position or to correct an error in
the original assignment.

A. A Department Head or non-represented employee may request a reclassification.

- B.** Employees requesting reclassification shall submit the request to their Department Head in writing along with a current Job Description and recommended job description.
- C.** A reclassification request by a Union employee shall be processed according to the collective bargaining agreement.
- 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 in consultation with the Department Head may forward it to the consulting firm and then to the Executive Committee along with the consultants reports. Actions by the Executive Committee shall be forwarded to the Department Head in writing by the Personnel Director within fourteen (14) days of the request. Any changes shall take effect at the next regular payroll cycle unless otherwise directed by the Executive Committee. *(A step increase will not be given to any reclassified position until the following year.)(adopted 5/18/2010)*
- E.** When reclassified to a lower position, an employee's pay shall be changed to the rate of pay in the new salary range, which is closest to the current step without providing a decrease in pay. If the current rate of pay exceeds the maximum rate in the new salary range, the employee shall be red-circled.

Employee discipline & discharge, Section 1.01 needs review. It was suggested to take to the Department Head Meeting being held November 21 at 1:00 p.m., and obtain language that would potentially be suitable to the Department Heads. The committee stopped at this section.

Items on next agenda:

Discuss I.D. badge policy;
Discuss department head comments;
Discuss code of conduct resolution and policy;
Discuss Administrative Handbook Forms;
Employee Discipline;
Exit Interview.

Set next meeting date, December 5, 2013 at 1:00 p.m.

Motioned by Bays/Johnson to adjourn at 11:15 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.