HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 26, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling, Greshay and Marsik

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Mary Ann Miller, County Board Supervisor; Patricia Ninmann, Lieutenant; Matthew Bublitz, Correctional Officer

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

> Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

> Motion by Frohling to approve the minutes of the March 12, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Ballweg. Motion Carried.

Rains distributed policy language he and Jane Hooper, Clearview Administrator, drafted regarding employees working outside of their classification. The Committee reviewed the language.

Ninmann presented a request for a Conditional General Leave of Absence. She explained that she has applied for the appointment of Sheriff to fill out the remainder of Sheriff Nehls' term. She stated that if she is appointed she would like to take a leave of absence for the remainder of the term. Ninmann also requested that in the event she is not elected Sheriff in the next election she be allowed to return to her former position. The Committee discussed in length the pros and cons of such a request. The Committee acknowledged that this request was unique to any County Unpaid General Leave of Absence that this Committee has approved in the past. The Committee discussed what position Ninmann would go back to if she did not win the election and what would happen to her paid benefits (i.e. sick time, vacation) if a leave is granted.

> Motion by Greshay to approve the Conditional General Leave of Absence through the appointment period and she would be eligible to apply for open positions within the department as determined by the Sheriff. Second by Frohling for discussion purposes.

The Committee discussed a pay out of benefits verses suspending the benefits while Ninmann was on the leave of absence.

> Greshay amended his motion to read: Motion to approve a Conditional General Leave of Absence for Ninmann through the appointment period as Sheriff. As part of this approval, Ninmann will be eligible to apply for open positions in the Sheriff's Department as determined by the Sheriff and subject to his/her appointment. Ninmann's sick leave bank will be suspended through the leave of absence period. However, if Ninmann is elected as Sheriff, her sick leave bank will be paid out according to policy at her rate of pay as of March 31, 2013. Any current and accrued vacation benefits would be paid out upon commencement of the leave. Eligibility for future length-of-service based benefits would be calculated on her total length of service less the period of this general leave of absence. Second by Frohling. Motion carried. Maly opposed. Ballweg abstained.

Rains read a request to donate sick leave for an employee of the Physical Facilities Maintenance Department. He stated that the employee has a serious health condition that will require a lengthy recovery period and that the employee will not have enough paid time to cover this leave.

> Motion by Ballweg to approve the request for donated sick time under the established guidelines and without establishing a practice or precedent. Second by Greshay. Motion carried.

Maly began the discussion regarding a County Fraternization Policy, she indicated this was a topic the Committee wanted to revisit when the employee policies and procedures were developed. She indicated she went to the internet and searched for sample policies and the definition of fraternization. She read the definition from Webster's Dictionary to the Committee. Maly also indicated she found case law regarding freedom of association. She indicated that after this research it was her opinion that the County does not have a right to tell its employees whom they can or cannot associate with outside of the workplace. Frohling stated he did not think a policy was necessary and asked if this was more of an ethics issue. Rains stated that the County does have an ethics policy. Bublitz indicated his concern is more of a supervisor/subordinate issue. He stated there is a Jail Supervisor who is currently supervising his brother-in-law. Maly stated that the example he gave is nepotism. Bublitz indicated that his concern is that employees do not know where to go if they are having problems related to this in the workplace. The Committee discussed the possibility of posting a procedure for employees to follow if they wish to make a complaint or discuss an issue. Rains stated that employees are aware of where and who to go to if they have a complaint or issue to discuss and it was his opinion that a posting of such nature was not necessary. Mielke agreed with Rains' statement. It was the consensus of the Committee that there will be no formal Fraternization Policy.

The Committee reviewed the Personnel Requisitions. Mielke informed the Committee that he met with Joyce Fiacco, Director of Land Resources and Parks, to discuss the Property Listing Assistant vacancy. He indicated that the employees of this department have been assisting with the duties of this position and, at this time, Fiacco would like to keep the position on hold until June. Mielke stated he was very happy with the Department for seeking alternative ways to complete this work.

Motion by Frohling to approve the Personnel Requisitions as presented; excluding the Property Listing Assistant. Second by Marsik.

One (1) Utility II/ Truck Driver – F.T., Highway Department

One (1) Economic Support Aide, Human Services & Health Department

One (1) Custodian II – F.T., Physical Facilities Department

Leave of Absence: Rains informed the Committee of a request for an unpaid medical leave of absence for an employee of the District Attorney's Office. He indicated that this employee does not qualify under FMLA due to the fact that the employee has not been employed by the County long enough.

Motion by Greshay to approve the leave of absence requests as presented. Second by Ballweg. Motion carried.

An employee of the District Attorney Department for an Unpaid Medical Leave of Absence for the Birth & Care of Newborn from approximately 05-26-13 to approximately 08-19-13.

An employee of the Sheriff's Department for a Conditional Leave of Absence for an Appointment by the Governor from approximately 04-01-13 to 01-04-15.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: Scott A. Petrack, Traffic Patrol Officer – 1st Shift, Sheriff's Department – Patrol Division at $28.02, Pay Grade SSU04, Step 6M54 effective 03-08-13. STEP INCREASE – UNION: None. NEW HIRE: Jacquelyn M. DeLaRosa, Economic Support Specialist I, Human Services & Health Department at $16.66, Pay Grade DC04, Step ST01 effective 03-26-13; Jackie L. Vincent, Typist II, Human Services & Health Department at $12.81, Pay Grade DC02, Step ST01 effective 03-18-13; Janet A. Wimmer, Director of Human Services and Health, Human Services & Health Department at $44.57, Pay Grade DC16, Step ST01 effective 04-15-13. RE-HIRE: Roy R. Jaster, Transport Officer-Occasional, Sheriff's Department at $17.96, Pay Grade MSC37, Step 01ST effective 03-15-13. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Daniel J. Brozek, Welder, Highway Department at $21.68, Pay Grade DC06, Step ST03 effective 03-12-13; Erin M. Falcon, Economic Support Specialist I, Human Services & Health Department at $16.71, Pay Grade DC04, Step ST01 effective 03-18-13; Mark J. Schwartz, Jail Supervisor, - 3rd Shift, Sheriff's Department – Jail Division at $29.59, (Shift Change Only), Pay Grade DCN11, Step 11Y9 effective 02-18-13. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None to report.

HR Director's Report

a. Disciplinary Actions: None.

b. Grievances and Arbitrations: None.

c. Worker's Compensation: None.

Future Agenda Items: Employee Concern Procedure

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **April 9, 2013, and April 23, 2013** at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:25 a.m.

Richard Greshay, Secretary

Donna Maly, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.