

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Monday, January 20, 2020 at 9:30 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Sheahan-Malloy, Hilbert and Schmidt

MEMBERS EXCUSED: None

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Nate Olson, Planning/Economic Development Administrator; Scott Mittelstadt, Chief Deputy; Christine Churchill, Director of Communications/Support Services; Karen Gibson, County Clerk; Robert Barrington, Managing Attorney; Megan Firari, HR Specialist.

Meeting called to order by Chair Marsik at 9:30 a.m.

Roll call was taken. All members present.

Chair Marsik noted that no non-committee members were present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Sheahan-Malloy to approve the open and closed session minutes of the regular meeting of January 6, 2020 and special joint Committee and Finance Committee of January 9, 2020. Second by Greshay. Motion carried without negative vote.

Marsik stated that the subject regarding a county-sponsored childcare center has been discussed and wanted to provide the Committee with an update on some research that has been done. Marsik stated that he met with Nate Olson, Dodge County Planning/Economic Development Administrator, and contacted other private sector employers that have established childcare centers as well as the State. Marsik noted that these are just early discussions. Olson stated that company-sponsored childcare centers are on the radar of many employers. Schmidt added that St. John's Lutheran Church in Juneau is conducting a study for Dodge County and the surrounding area to determine needs. Marsik stated that an outside vendor would be the best option and supported it.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Paralegal

DA Office

One (1) Highway Maintenance Technician

Highway

Barrington answered questions from the Committee regarding the District Attorney's Office departmental structure.

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Hilbert. Motion carried without negative vote.

Mindemann, Firari, and Mittelstadt presented a summary, including statistical data, of the 2019 Exit Interviews.

Mindemann presented the 2019 Worker's Compensation Summary.

Hinze stated that McGrath indicated they received good feedback from the department heads regarding the Compensation and Benefits Study. Hinze shared that the job description questionnaires have been sent out. Hinze indicated that McGrath requested County demographical data which has been completed. Hinze verified that the Committee only requested the final list of comparables, which Hinze stated is anticipated to be sent out soon. Hinze asked the Committee to share with her any comments regarding the final list.

Hinze referenced the most recent version of the Employee Promotions, Lateral Transfers, Progressions, Demotions Policy. Hinze provided examples and comparisons of promotion dates and the outcomes. There was discussion regarding the next increase date for promotions, demotions and progressions. Marsik recommended always using July 1st at the next increase date. It was the consensus of the Committee to use July 1st as the next increase date for promotions, demotions and progressions.

Closed Session:

Roll call vote was taken.

Motion by Schmidt, second by Greshay to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120. The meeting is closed pursuant to section 19.85(1)(e) and (f) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 11:07 a.m.

Open Session:

Motion by Schmidt, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:12 a.m.

Hinze provided the Committee with an updated version of the Employee Promotions, Lateral Transfers, Progressions, Demotions Policy based on the discussion earlier in the meeting. The Committee reviewed the updated version.

Motion by Hilbert to approve the Employee Promotions, Lateral Transfers, Progressions, Demotions Policy as presented. Second by Greshay. Motion carried without negative vote.

Hinze reference the new format for the 2020 Employee Self-Evaluation Form, 2020 Annual Employee Performance Evaluation Form and the 2020 Employee Orientation Evaluation Form. Hinze verified that the new evaluations have been built in Kronos and have been successfully tested. Hinze stated that if approved by the Committee, the form can be added to the Kronos production environment and begin training.

Motion by Greshay to approve the 2020 Employee Self-Evaluation Form, 2020 Annual Employee Performance Evaluation Form and the 2020 Employee Orientation Evaluation Form as presented. Second by Schmidt. Motion carried without negative vote.

There were no Leave Requests to present.

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

NEW HIRE – UNION: Luke M. Luther, Deputy Sheriff, Sheriff, \$30.59, SSU04, ST03/3M18, 01/02/2020. RECLASSIFICATION – UNION: None. NEW HIRE: Kayla M. Angus, Deputy Secretary, Sheriff, \$18.32, DC03, ST04, 01/06/2020. RECLASSIFICATION: Nicole Weikert, Communications Officer – 40 hrs/wk, Sheriff, \$27.79, DC05, MAX, 01/02/2020.

The Committee reviewed the Orientation Period Reports as presented. Hinze answered questions from Committee members.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: Nothing to report.

Future Agenda Items: Evaluations and Merit Pay, Evaluation Rounding, Elected Official salary data.

It was the consensus of the Committee to schedule the next regular meetings of the Human Resources and Labor Negotiations Committee as follows: **Monday, February 3, 2020 at 1:00 p.m. and Monday, February 17, 2020 at 9:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 12:15 p.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

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Roll call vote was taken.

Motion by Schmidt, second by Greshay to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120. The meeting is closed pursuant to section 19.85(1)(e) and (f) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 11:07 a.m.

There was discussion regarding strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin.

Open Session:

Motion by Schmidt, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:12 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	214	Approval Date: 11/15/11
Policy Title	SICK LEAVE	Effective Date: 1/1/12
		Revision Date(s): 8/15/14; 3/11/16; 11/28/17

214 – SICK LEAVE

All regular employees will, upon completion of the orientation period, be entitled to paid sick leave. Sick leave will accumulate at the rate of one (1) day for each month of regular full-time employment up to a maximum of one-hundred twenty (120) days. Eligible employees who are in active employment (not on unpaid leave, layoff, etc.) will be credited with accrued sick leave on the 15th day of each month.

Employees who have accumulated the one-hundred twenty (120) days of sick leave will continue to earn sick leave which will be placed into their emergency sick leave bank. These banked days may be used if the employee has exhausted his/her normal sick leave and is under verified physician's or chiropractor's care for serious illness or injury. ~~Accumulation of days for the emergency bank will be effective as of January 1, 1979.~~ Days in the emergency sick leave bank will not be subject to the payment provision noted below (*).

Clearview employees working twelve (12) consecutive months without using a sick day or any portion thereof may, at their option, be paid six (6) days at their current rate with the remaining six days added to their accumulation.

Sick leave benefits will be paid at the regular hourly rate received by the employee at the time of illness or injury. Sick leave benefits will be paid up to the extent of an employee's accumulation for all bona fide illness, disease, injury and maternity excepting only those cases for which an employee would be entitled to receive Worker's Compensation.

Sick leave is hereby defined as to include:

Diagnostic and physical examinations and dental and eye procedures (up to one-half [1/2] day allowed provided doctor's verification is obtained).

Satisfactory evidence of illness and treatment warranting sick leave will be required in all cases of employee's absence because of illness of more than three **working** days and may be required in instances of absences for illness of less than three **working** days if the County considers it appropriate. Although a physician's certificate will be given consideration as evidence of disability, the County reserves the right where the period of time requested by the employee appears excessive in relation to the illness claimed to limit the period of sick leave to that normally required for such illness; and the County further reserves the right to call in its own physician to make a final determination of an employee's disability in all cases.

Dodge County Personnel Policy #214

Employees who have been notified by management, due to their prior record of absences or other reason, that they are required to obtain a physician's certificate, either for their own illness or that of a family member, must have been seen by a physician for the certification to be considered valid.

With the approval of the Department Head or designee, employees eligible for sick leave may be authorized to use up to an equivalent of three (3) days of sick leave per calendar year due to illness or injury to the immediate family (spouse, children, stepchildren, parent, stepparent) that would reasonably require the presence of the employee. Under special circumstances and approval of the Department Head or designee, an employee may be granted additional sick leave in excess of three [3] days. The employee must submit a medical excuse for any days used under this provision. If an excuse is not submitted the use of sick leave will be denied and the employee will be required to use any other available paid time (i.e. vacation, comp time, etc.).

Sick leave will commence upon the first day of absence due to illness or injury and employees must notify the department in charge of the absence prior to the regular starting time if at all possible.

(* Except for involuntary termination, an employee who terminates employment will be paid out of their accumulated unused sick leave **on their last pay check** as follows:

After five (5) years of service 20%
After ten (10) years of service 30%
After fifteen (15) years of service 50%
After twenty (20) years of service 60%

Important note: See also Policy #214.1 regarding the Post Employment Health Plan.

~~The County of Dodge will provide for conversion of accumulated sick leave as stipulated above at the employee's option to a credit which will be used to pay monthly health insurance premiums for an employee and eligible dependents after his/her retirement, provided they participate in all parts of Medicare as soon as eligible. When said fund is depleted, the employee may continue in the program provided he/she pays the amount of the premium to the County in advance. If the employee options to take payment, the payment will be in a lump sum payment.~~

Pro-ration of Sick Leave Accrual

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time will have their sick leave accrual pro-rated. **The pro-ration calculation will take all hours paid from the 15th day of each month through the 14th day of the following month and will credit the employee's sick leave bank with the prorated amount of sick time on the 15th day of that month.** ~~The pro-ration calculation will take place prior to the start of the next anniversary year and will take into consideration the number of sick leave hours credited to the employee during the prior anniversary year in comparison to the total number of full-time hours for the position. The calculation will result in a reconciliation of the number of sick leave hours credited versus sick~~

Dodge County Personnel Policy #214

~~leave hours earned. In the case of a part-time benefit-eligible employee the calculation may result in a change in the determination of how many sick leave hours the employee will be credited each month during the upcoming anniversary year.~~

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.

~~Employee A is a non-exempt employee who holds a 1040 hour/year benefit-eligible part-time position and would normally qualify for 48 hours of sick leave accrual (96 hours for a full-time employee.) Employee A worked 992 hours during the past calendar year, which resulted in a pro-ration that provided for 46.0 hours of earned sick leave accrued in the past anniversary year.~~

~~992 hours worked during the past anniversary year
992 / 2080 = 47.7% = 48% FTE (rounded to closest full number)
96 hours x 48% = 46.0 sick leave hours earned (rounded to the closest ¼ hour)~~

~~Employee A was credited with 48 hours of accrued sick leave during the past anniversary year so 2.0 hours will be deducted from the employee's sick leave bank.~~

~~Employee B is a non-exempt employee who holds a 2080 hour/year position and would normally qualify for 96 hours of sick leave accrual per year. Employee A had 12 unpaid days (96 hours) during the past anniversary year, which resulted in a pro-ration that provided for 91.25 hours of earned sick leave accrued in the past anniversary year.~~

~~2080 - 96 = 1984
1984 / 2080 = 95.4% = 95% (rounded to closest full number)
96 hours x 95% = 91.25 sick leave hours earned (rounded to the closest ¼ hour)~~

~~Employee B was credited with 96 hours of sick leave during the past anniversary year so 4.75 hours will be deducted from the employee's sick leave bank.~~

~~Sick leave paid to a non-exempt employee that is donated by another employee is considered equivalent to unpaid time for the purpose of calculating the employee's level of benefit.~~



DODGE COUNTY
PERSONNEL POLICIES AND PROCEDURES

Policy #	214.1	Approval Date:
Policy Title	POST-EMPLOYMENT HEALTH PLAN	Effective Date: 1/1/12
		Revision Date(s): 8/15/14;

~~Dodge County is converting unused sick leave of up to 120 days at retirement (or termination when eligible to receive a WRS retirement annuity) to a Post-Employment Health Plan. Hours are converted at 80% value and retirees are allowed to use that money to pay for post-employment insurance premiums.~~

Employees who terminate employment and are eligible to receive a retirement annuity under the provisions of the Wisconsin State Retirement Plan, will have 80% of their accumulated regular sick leave converted into a post-employment health plan (PEHP) account as authorized by Internal Revenue Code Section 501(c)(9). Sick leave which is in an employee's "emergency sick leave bank" at the time of retirement is not eligible for conversion to the PEHP Plan. The conversion is calculated using the employee's most recent rate of pay prior to retirement.

Retired employees can use monies from their PEHP account to pay for health, vision, dental and COBRA premiums for plans under which they are covered.

If the retired employee dies prior to the depletion of the account, then the surviving spouse and/or dependents who are participating in the retiree's insurance plan must use the remaining monies in the account for insurance premiums. There can be no exceptions to this policy for persons eligible to retire during the period during which this policy is in effect, or the tax-exempt status of any and all funds set aside in such deposit accounts will be negated. If the retired employee and his or her eligible dependent(s) should die prior to the depletion of the account, the remaining monies in the account will be divided equally among other retirees who have monies in deposit accounts created under the provisions of this section.



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	218	Approval Date: 11/15/11
Policy Title	VACATION	Effective Date: 01/01/12
		Revision Date(s): 8/05/14; 7/1/16; 5/2/17; 3/21/19

Regular full time employees will earn paid vacation based upon their anniversary date of employment in accordance with the following schedule:

- After 1 year - Ten (10) vacation days
- After 7 years - Fifteen (15) vacation days
- After 14 years - Sixteen (16) vacation days
- After 15 years - Seventeen (17) vacation days
- After 16 years - Eighteen (18) vacation days
- After 17 years - Nineteen (19) vacation days
- After 18 years - Twenty (20) vacation days
- After 19 years - Twenty-one (21) vacation days
- After 20 years - Twenty-two (22) vacation days
- After 21 years - Twenty-three (23) vacation days
- After 22 years - Twenty-four (24) vacation days
- After 23 years - Twenty-five (25) vacation days

Employees may take vacation in units of one (1) or more working days or one (1) or more working hours when the supervisor does not need to replace that employee. Vacation pay is equal to the pay employees would have received when working their normal schedule of hours, exclusive of shift premium, if any.

Employees hired before January 1, 1977 must take off all vacation days earned before December 31st of the year they are earned.

Employees hired after January 1, 1977 must take all vacation days off within twelve (12) months of the anniversary date they are earned.

Length of service will be given consideration in granting choice of vacation time within a given job classification, however Department Heads will make the final determination regarding vacation requests. This rule will apply provided that the requests for preferred vacation time are submitted in writing no later than May 1. Clearview employees must have preferred vacation requests submitted by February 15 and August 15.

Newly hired non-represented full-time employees hired on or after January 1, 2012 are entitled to two (2) weeks of vacation after having completed six (6) months of employment. This vacation time must be taken within the six (6) month period prior to their first anniversary date.

Part-Time, Seasonal or Limited Term Employees who are transferred to a regular full-time position within the first six (6) months of employment will be entitled to two (2) weeks of vacation after having completed six (6) months of employment as a regular full-time employee. This vacation time must be taken within the six (6) month period prior to their first anniversary date in the regular full-time position.

Newly hired full-time employees may be eligible for more than two (2) weeks of vacation. Upon recommendation by the Department Head the County Administrator may approve years of credited service based on the vacation schedule listed above. These employees will then earn vacation according to the vacation schedule based on the amount of credited years of service given at the time of hire.

If termination occurs prior to one (1) year of employment, the employee must repay the County for any vacation taken within the first year and is not eligible for vacation accrued in the first year which would have been available to the employee on his/her first anniversary date.

Clearview

Clearview employees must take at least two (2) weeks in the form of time off with pay. Clearview employees who, because of their length of service, are entitled to more than two (2) weeks of vacation, may either take additional time off with pay up to the extent of their entitlement or be paid at the end of their anniversary year for any unused vacation time beyond two (2) weeks.

In the event the County finds it necessary to deny a vacation request by staff at Clearview, the affected employee may reschedule his/her vacation days during the remainder of the anniversary year or extend the scheduling period of his/her vacation into the first (1st) three (3) months of the ensuing anniversary year, and the affected employee may reschedule his/her holiday/personal day during the remainder of the calendar year or extend the scheduling period of his/her holiday/personal day into the first (1st) three (3) months of the ensuing calendar year.

If an employee desires to reschedule a vacation day or holiday/personal day, s/he will submit a written request to the Clearview Administrator for approval.

If after the approved extension period has passed and the County has still found it necessary to deny the vacation request, the employee may request to have up to one (1) week of the earned vacation time paid out to them at the end of the approved 90 day extension period.

Highway

Employees must take all their vacation days off within 12 months of the anniversary date they are earned. Employees will receive cash payment if unable to take scheduled vacation days off because of an emergency in the department.

Pro-ration of Vacation Pay

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior anniversary year, will have their vacation pay pro-rated. The pro-ration calculation will take place prior to the start of the new anniversary year and will take into

consideration the number of hours paid to the employee during the prior anniversary year in comparison to the total number of full-time hours for the position. The calculation will result in a reconciliation of the number of vacation hours paid versus vacation hours earned. In the case of a part-time benefit eligible employee the calculation may result in a change in the determination of how many hours of earned vacation the employee will be credited for use during the upcoming anniversary year.

Employees on military leave will be credited with all hours earned as if they were actively working. ~~will be entitled to all benefits and seniority rights afforded them under federal or state law.~~

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

February 03, 2020

PERSONNEL REQUISITION REQUESTS

One (1) Economic Support Aide

Human Services

One (1) Social Worker I, II or Senior – Juvenile Court Ongoing

Human Services

One (1) 4H Summer Intern

UW Extension

LEAVE OF ABSENCE REQUESTS FOR COMMITTEE APPROVAL

None.

PERSONNEL CHANGES:

NEW HIRE – UNION

RE-HIRE – UNION

None.

RECLASSIFICATION – UNION

None.

STEP INCREASE – UNION

None.

ANNUAL WAGE INCREASE

None.

APPOINTED OFFICIAL

None.

NEW HIRE

John R. Leitner

Transportation Driver

Human Services

\$12.78

MSC17

01/20/2020

LIMITED TERM/SEASONAL NEW HIRE

None.

LIMITED TERM/SEASONAL RE-HIRE

None.

RE-HIRE

None.

RECLASSIFICATION

None.

ORIENTATION PERIOD REPORTS

Travis Walsh

First Report

Highway

Kayla Alvarez

First Report

Human Services

Rachel Giese

Second Report

Human Services

Shaun Ready

Second Report

Human Services

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – February 03, 2020

ORIENTATION PERIOD REPORTS (cont.)

Rebecca Vollmer

Final Report

Human Services

Jesse Rodriguez

Final Report

Highway