



## AGENDA

### PERSONNEL AND VETERANS SERVICE

Tuesday, May 4, 2010

10:00 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of April 9, 2010
5. Discuss/consider new Judicial Assistant to train with current Judicial Assistant from September 20, 2010 to October 1, 2010, prior to current Judicial Assistant's scheduled retirement date of October 1, 2010, action if any (Attachment)
6. Discuss/consider recommendation to County Board approval of creating a library assistant position at Stephenson branch, not to exceed 599 hours per year, action if any (Attachment)
7. Discuss/consider recommendation to County Board approval of creating a 50% library assistant position at Stephenson branch, action if any (Attachment)
8. Discuss/consider recommendation to County Board increasing the Niagara/Goodman library branch librarian from 1378 hours per year to 1430 hours per year, action if any (Attachment)
9. Human Resources Director's Report:
  - Worker's Compensation Report
  - Commerce Program/OSHA/Bureau of Labor Statistics year end audit
  - Retirements/Resignations/Dismissals/Layoffs
  - New Hires
  - Postings
  - Risk Management Visit from Aegis
  - Administrator's Report Pertaining to Personnel Issues
10. Review Schedule of Vouchers, action if any
11. Future agenda items
12. Set next meeting date
13. Adjournment

cc: Ken Casper                      Human Resources Director  
Steve Dill                          Veterans Service  
Ken Keller                          Posting  
Jerry Martens  
Connie Seefeldt

**PLEASE NOTE:** AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

**Steve Corbeille**

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**From:** Tim Duket [Tim.Duket@wicourts.gov]  
**Sent:** Wednesday, March 10, 2010 4:02 PM  
**To:** Pat Kass  
**Cc:** Steve Corbeille; David Miron; Linda Dumke-Marquardt; Maryann Marcusen  
**Subject:** Back Filling Judicial Assistant Position for Two Weeks

Pat:

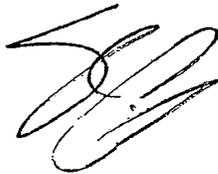
Please place the following on the finance committee agenda for the April meeting:

Back filling judicial assistant for two weeks for training prior to the retirement of the current judicial assistant on October 1, 2010.

I understand that the April finance committee meeting is tentatively set for **Monday, April 19, 2010 at 9:00 A.M.** at the jury assembly room. Hopefully, at least one judge and the clerk of court can attend this meeting in support of the proposal.

Tim A. Duket  
circuit judge

*Approved 3-24-10 \$1,566 From  
Contingency for 2 week overlap of  
Judicial Assistant position*



## JUDICIAL ASSISTANT POSITION

### COST FOR REPLACEMENT TO START 9/20/10:

2010 Starting Rate	Hours	SALARY	7.65% SOCIAL SECURITY	11.00% RETIREMENT	3 MONTH FAMILY HLTH & DNTL	0.17% WORKER'S COMP	TOTAL
\$ 16.47	600	\$ 9,882	\$ 756	\$ 1,087	\$ 6,675	\$ 17	\$ 18,417
							<u>\$ 18,417</u>

### UNUSED BUDGET FOR PREVIOUS EMPLOYEE 10/1-12/31/10:

2010 Starting Rate	Hours	SALARY	7.65% SOCIAL SECURITY	11.00% RETIREMENT	1 MONTH EMP/SP HLTH & DNTL	0.17% WORKER'S COMP	TOTAL
\$ (18.69)	520	\$ (9,719)	\$ (743)	\$ (1,069)	\$ (1,601)	\$ (17)	\$ (13,149)
							<u>\$ (13,149)</u>

Additional Costs ----- \$ 5,268

### COST FOR RETIREMENT (Estimated Sick Leave & Vacation Payout):

Current Rate of Pay	Hours	SALARY	7.65% SOCIAL SECURITY	0.17% WORKER'S COMP	TOTAL
\$ 18.69	800	\$ 14,952	\$ 1,144	\$ 25	\$ 16,121
\$ 18.69	80	\$ 1,495	\$ 114	\$ 3	\$ 1,612
					<u>\$ 17,733</u>

Total Costs ----- \$ 23,001

INFORMATIONAL PURPOSES ONLY							
cost for overlap of 2 weeks for training - Sept 20 - Oct 1, 2010							
Current Rate of Pay	Hours	SALARY	7.65% SOCIAL SECURITY	0.17% WORKER'S COMP	TOTAL		
\$ 18.69	80	\$ 1,495	\$ 114	\$ 3	\$ 1,612		
					<u>\$ 1,612</u>		

2010  
**CARRY FORWARD**  
**MARINETTE COUNTY FINANCE DEPARTMENT**  
**BUDGET TRANSFER FORM**

Entry#:	
Date Posted:	
Current Date:	
Initials:	

Department: Circuit Court

Date: 3/23/10

**Transfer From:**

Account Number:						Object Code Description	Amount of Transfer	Budget Amount	Remaining Balance
100	-	00	-	34291	-	Contingency	\$ 23,001.00		
-	-	-	-	-	-				
-	-	-	-	-	-				
-	-	-	-	-	-				
-	-	-	-	-	-				
\$							23,001.00		

**Transfer To:**

Account Number:						Object Code Description	Amount of Transfer	Budget Amount	Remaining Balance
100	-	10	-	51210	-	Salaries	\$ 16,610.00	35,903. <sup>00</sup>	30,906.04
-	-	-	-	-	-	Social Security	\$ 1,271.00	2,843. <sup>00</sup>	2,466.72
-	-	-	-	-	-	Retirement	\$ 18.00	347. <sup>00</sup>	3,425.32
-	-	-	-	-	-	Health & Dental	\$ 5,074.00	17,671. <sup>00</sup>	14,725.80
-	-	-	-	-	-	Workers Comp	\$ 28.00	64. <sup>00</sup>	55.50
-	-	-	-	-	-				
-	-	-	-	-	-				
-	-	-	-	-	-				
\$							23,001.00		

**Explanation:** Transfer contingency funds for costs for Judicial Assistant retirement benefits and replacement.

<b>FOR FINANCE USE ONLY</b>	
DOES TRANSFER "FROM ACCOUNT" INVOLVE CONTINGENCY FUNDS?	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Level of Approval:	Date
Administrator <input checked="" type="checkbox"/>	
Governing Committee <input checked="" type="checkbox"/>	
Finance Committee <input checked="" type="checkbox"/>	
County Board <input type="checkbox"/>	

**APPROVAL:**

Linda Dumke - Marguardt  
 Department Head

[Signature]  
 Finance Department

[Signature]  
 Administrator



**MARINETTE COUNTY**  
**NEW PERSONNEL REQUEST FORM** (REVISED 4/9/10)

**Steps to Be Completed**

1. Begin job description process with Human Resources by March 15<sup>th</sup> to complete draft job description by March 31<sup>st</sup>. If the new personnel request is an additional position of an existing approved job description, go to Step 2.
2. Complete Department Section of New Personnel Request Form and submit to Human Resources by March 15<sup>th</sup>.
3. Submit draft job description and fully completed New Personnel Request Form to Administration by April 1<sup>st</sup>. The County Administrator will review the draft job description, the new personnel request form and follow the process outlined in 1.10 Classification and Compensation Plans, (a) Classification Plan, (4) Establishing Positions, of the Personnel Policies & Procedures Manual.
4. If the Committee of Jurisdiction approves the new personnel request and the draft job description, it is the department's responsibility to follow the P & P Manual process to be certain item is placed on appropriate Committee agenda. The minutes of the Committee of Jurisdiction must accompany the agenda item.

**Department Completes and submits to Human Resources by March 15<sup>th</sup>**

Department: Library  
 Department Head: Jennifer Thiele  
 Position Title: Library Assistant Under 600 hours Stephenson  
 Old Position Title: \_\_\_\_\_

Position Type:  Permanent  
 Seasonal (14 wks max)  
 Project (6 mos-2yrs)  
 LTE (599 hours max)

Justification for Position: **See Reverse Side**

**Human Resources Completes and submits to Finance**

- |   |   |
|---|---|
| <input type="checkbox"/> AFSCME LOCAL 1752 (Courthouse) | <input type="checkbox"/> AFSCME LOCAL 1752A (Professional)        |
| <input type="checkbox"/> AFSCME LOCAL 1752 (Library)    | <input type="checkbox"/> IUOE, Local 139 (Highway Union)          |
| <input type="checkbox"/> WPPA (Deputies)                | <input type="checkbox"/> Non-Union (Chapter 4, Code of Ordinance) |

**Union Acknowledgement:**

Name (Print): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date:    /   /   

**Position Status:**

- New Position  
 Modified Position  
 Additional of Current Position

Hours per Week: \_\_\_\_\_  
 Hours per Year: \_\_\_\_\_

Effective Start Date of Position: 6 / 1 / 10

Human Resources Initials: \_\_\_\_\_

**Finance Completes and returns to Administration**

Account Number: 100-32-55110 - 112  
 Funding taken from: \_\_\_\_\_

**Cost of Request:**

Wages: \$ _____	Workers Comp: \$ _____
FICA: \$ _____	Life Insurance: \$ _____
Retirement: \$ _____	Longevity: \$ _____
Other (explain): _____	\$ _____

Total Cost: \$ SEE ATTACHED \$ 6,269.00

Finance Initials: PK

**Approval**

Department Head:	<u>Jennifer Thiele</u>	<u>4 / 13 / 10</u>
County Administrator:	<u>[Signature]</u>	<u>4 / 15 / 10</u>
Committee of Jurisdiction Chair:	_____	<u>   /   /   </u>
Personnel Committee Chair:	_____	<u>   /   /   </u>
Finance Committee Chair:	_____	<u>   /   /   </u>
County Board Chair:	_____	<u>   /   /   </u>

*if applicable*

**Justification for Position** (be specific)

This is a revision from original request. Please see justification for 20 hr. position (50%).



# MARINETTE COUNTY NEW PERSONNEL REQUEST FORM

### Steps to Be Completed

1. Begin job description process with Human Resources by March 15<sup>th</sup> to complete draft job description by March 31<sup>st</sup>. If the new personnel request is an additional position of an existing approved job description, go to Step 2.
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4. If the Committee of Jurisdiction approves the new personnel request and the draft job description, it is the department's responsibility to follow the P & P Manual process to be certain item is placed on appropriate Committee agenda. The minutes of the Committee of Jurisdiction must accompany the agenda item.

### Department Completes and submits to Human Resources by March 15<sup>th</sup>

Department: Library

Department Head: Jennifer Thiele

Position Title: Library Assistant - PT Stephenson (50%)

Old Position Title: \_\_\_\_\_

Justification for Position: See Reverse Side

Position Type:  Permanent  
 Seasonal (14 wks max)  
 Project (6 mos-2yrs)  
 LTE (599 hours max)

### Human Resources Completes and submits to Finance

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> AFSCME LOCAL 1752 (Courthouse) | <input type="checkbox"/> AFSCME LOCAL 1752A (Professional)        |
| <input checked="" type="checkbox"/> AFSCME LOCAL 1752 (Library)    | <input type="checkbox"/> IUOE, Local 139 (Highway Union)          |
| <input type="checkbox"/> WPPA (Deputies)                           | <input type="checkbox"/> Non-Union (Chapter 4, Code of Ordinance) |

Union Acknowledgement:  
 Name (Print): Will notify if approved  
 Signature: \_\_\_\_\_  
 Date:    /   /   

Position Status:  
 New Position  
 Modified Position  
 Additional of Current Position

Hours per Week: 18.25  
 Hours per Year: \_\_\_\_\_

Effective Start Date of Position: ~~11/1/2011~~ 6/1/2010 <sup>ST</sup>

Human Resources Initials: KA

### Finance Completes and returns to Administration

Account Number: 106-32-55110-111  
 Funding taken from: Tax Levy / Surplus funds

Cost of Request:

Wages: \$ _____	Workers Comp: \$ _____
FICA: \$ _____	Life Insurance: \$ _____
Retirement: \$ _____	Longevity: \$ _____
Other (explain): _____	\$ _____

Total Cost: \$ SEE ATTACHMENT (A) 9,11,867  
5,4867  
18,656 / Ky

Finance Initials: JK 3/21/10

### Approval

Department Head: Jennifer Thiele

County Administrator: [Signature]

Committee of Jurisdiction Chair: \_\_\_\_\_

Personnel Committee Chair: \_\_\_\_\_

Finance Committee Chair: \_\_\_\_\_

County Board Chair: \_\_\_\_\_

3/11/10  
4/15/10  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

if applicable

**Justification for Position (be specific)**

Pre renovation, approximately half of the Stephenson Public Library was accessible public space. Post renovation, our library has been opened up to make the majority of the library usable to the public. But along with this usable space is an increased need for additional staff to monitor various parts of the building. While we have implemented several technological assistants such as self checkouts and internet monitoring software, it has not helped our situation because we have more foot traffic and more utilization of the library as a whole. In the years since the renovation was completed, we have experienced large increases in program attendance, computer use and item checkouts. Because of this, I have done some restructuring of staffing patterns, to create part time positions to maximize scheduling employees during our busiest times. This has also saved us money in our budget, and I would like to use this money to create two additional part time positions at the Stephenson Branch.



# MARINETTE COUNTY NEW PERSONNEL REQUEST FORM

### Steps to Be Completed

1. Begin job description process with Human Resources by March 15<sup>th</sup> to complete draft job description by March 31<sup>st</sup>. If the new personnel request is an additional position of an existing approved job description, go to Step 2.
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4. If the Committee of Jurisdiction approves the new personnel request and the draft job description, it is the department's responsibility to follow the P & P Manual process to be certain item is placed on appropriate Committee agenda. The minutes of the Committee of Jurisdiction must accompany the agenda item.

### Department Completes and submits to Human Resources by March 15<sup>th</sup>

Department: Library  
 Department Head: Jennifer Thiele  
 Position Title: ~~Library Assistant~~ Branch Librarian  
 Old Position Title: ~~Library Assistant~~  
 Justification for Position: See Reverse Side

Position Type:  Permanent  
 Seasonal (14 mos max)  
 Project (6 mos-2 yrs)  
 Part Time (599 hours max)

*Foodman-Dunbar*

*26.5 hours/week to 27.5/week See email*

### Human Resources Completes and submits to Finance

- |   |   |
|---|---|
| <input type="checkbox"/> AFSCME LOCAL 1752 (Courthouse)         | <input type="checkbox"/> AFSCME LOCAL 1752A (Professional)        |
| <input checked="" type="checkbox"/> AFSCME LOCAL 1752 (Library) | <input type="checkbox"/> IUOE, Local 139 (Highway Union)          |
| <input type="checkbox"/> WPPA (Deputies)                        | <input type="checkbox"/> Non-Union (Chapter 4, Code of Ordinance) |

Union Acknowledgement:  
 Name (Print): will notify if approved  
 Signature: \_\_\_\_\_  
 Date:     /    /    

Position Status:  
 New Position  
 Modified Position  
 Additional of Current Position  
 Hours per Week: 27.5  
 Hours per Year: \_\_\_\_\_  
 \* increase hours of current  
 Human Resources Initials: KA

Effective Start Date of Position: 1/1/2011  
6/1/2010 JT

### Finance Completes and returns to Administration

Account Number: 100-32-55110-111  
 Funding taken from: Tax Levy / Surplus funds

Cost of Request:  
 Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
 FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
 Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
 Other (explain): \_\_\_\_\_

Total Cost: \$ SEE Attached worksheet Part (D) \$882 Finance Initials: PK 3/31/10

### Approval

Department Head: Jennifer Thiele 3/11/10  
 County Administrator: [Signature] 3/15/10  
 Committee of Jurisdiction Chair: \_\_\_\_\_  
 Personnel Committee Chair: \_\_\_\_\_  
 Finance Committee Chair: \_\_\_\_\_  
 County Board Chair: \_\_\_\_\_

*if applicable*

**Justification for Position (be specific)**

Goodman Dunbar is a library station that is only open three hours per week currently. It is an extraordinarily busy branch, and we have found that there has been an exponential increase in amount of items being interloaned to Goodman from other libraries. This has made it extremely difficult for the branch librarian there to sort the delivery items to place out on the hold shelves. I am asking for an additional one hour per week of preparation time for this branch librarian to sort the items prior to opening the branch each week.

## 2011 PROPOSED STAFFING CHANGES FOR LIBRARY

### Stephenson Library - (1) 50% Position and (1) Under 600 Position

	Hours	2011		Social		Health	Workers	Total
		12 Mo Rate	Salary	Security	Retirement	& Dental	Comp	
New - 50% Position	953	\$ 10.48	\$ 9,987	\$ 764	\$ 1,099	\$ -	\$ 17	\$ 11,867
New - 599 Hour Position	599	\$ 10.48	\$ 6,278	\$ 480	\$ -	\$ -	\$ 11	\$ 6,769
			<u>\$ 16,265</u>	<u>\$ 1,244</u>	<u>\$ 1,099</u>	<u>\$ -</u>	<u>\$ 28</u>	<u>\$ 18,636</u>

### Coleman Library - Increase Assistant from less than 600 hour to 50% position

	Hours	2011		Social		Health	Workers	Total
		12 Mo Rate	Salary	Security	Retirement	& Dental	Comp	
Library Assistant (currently vacant)	599	\$ 10.48	\$ 6,278	\$ 480	\$ -	\$ -	\$ 11	\$ 6,769
Change to 50% Position	953	\$ 10.48	\$ 9,987	\$ 764	\$ 1,099	\$ -	\$ 17	\$ 11,867
			<u>\$ 3,709</u>	<u>\$ 284</u>	<u>\$ 1,099</u>	<u>\$ -</u>	<u>\$ 6</u>	<u>\$ 5,098</u>

### Niagara/Goodman Library - Increase Branch Librarian from 26.5 hours/week to 27.5 hours/week

	Hours Per Week	2011		Social		Health	Workers	Total
		12 Mo Rate	Salary	Security	Retirement	& Dental	Comp	
Branch Librarian	1378	\$ 14.28	\$ 19,678	\$ 1,505	\$ 2,165	\$ -	\$ 33	\$ 23,381
	1430	\$ 14.28	\$ 20,420	\$ 1,562	\$ 2,246	\$ -	\$ 35	\$ 24,263
			<u>\$ 742</u>	<u>\$ 57</u>	<u>\$ 81</u>	<u>\$ -</u>	<u>\$ 2</u>	<u>\$ 882</u>

**\$ 24,616**

There was no action taken on the Coleman Library assistant position at the Library Committee meeting held on April 15, 2010.

2010 SAVINGS FOR LIBRARY ASSISTANT WITH HEALTH & DENTAL  
REPLACED WITH 2 NEW - 50% ASSISTANTS

	Hours	Rate	Salary	Longevity	Social Security	Retirement	Health & Dental	Workers Comp	Total
Library Assistant (FT Vacant)	1,905.30	\$ 12.20	\$ 23,245	\$ 630	\$ 1,826	\$ 2,626	\$ 19,208	\$ 41	\$ 47,576
Replaced by: 2 - 50% Employees	306.60	\$ 8.99	\$ 2,756		\$ 211	\$ 303	\$ -	\$ 5	\$ 3,275
	1,598.70	\$ 9.64	\$ 15,411		\$ 1,179	\$ 1,695	\$ -	\$ 26	\$ 18,311
			\$ 18,167		\$ 1,390	\$ 1,998	\$ -	\$ 31	\$ 21,586
<b>Savings:</b>			\$ 5,078		\$ 436	\$ 628	\$ 19,208	\$ 10	<b>\$ 25,990</b>

*Original to show cost savings. Need to keep under 25,990 in total changes.*