



MINUTES

Personnel and Veterans Service

January 12, 2017

1:15 p.m.

Jury Assembly Room

Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mark Anderson, Russ Bauer, Mike Behnke, Ken Keller and Joe Policello

MEMBERS EXCUSED:

OTHERS PRESENT:

Deputy County Clerk BobbieJean Borkowski, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, Interim County Administrator John Lefebvre, HHSD Director Robin Elsner, Supervisor Rick Polzin, Chief Deputy James Hansen, and Eagle Herald

1. Call to order

Chair Joe Policello called the meeting to order at 1:15 p.m.

2. Agenda

Motion (Behnke/Bauer) to approve agenda. Motion carried.

3. Public Comment

- Cathi Malke regarding hours worked to receive overtime compensation

4. Minutes

Motion (Bauer/Anderson) to approve minutes of December 8, 2016. Motion carried.

5. LTE vs. Permanent Part-time County Employee – Discussion only.

6. Amending Amendment 62 to 61

Motion (Anderson/Bauer) to recommend County Board approve renumbering Personnel Policies and Procedures Amendment 62 to 61, to allow effective dates to be in sequential order. Motion carried. Exhibit A

7. Amendment 62 to the Personnel Policies and Procedures Manual Section 1.10 Classification and Compensation Plans

Motion (Anderson/Keller) to recommend County Board approve Amendment 62 to the Personnel Policies and Procedures Manual Section 1.10 Classification and Compensation Plans (a) Classification Plan (3) Employee Classifications. Motion carried. Exhibit B

8. CMV Driver's Cell Phone and Texting Bans – Discussion only.

9. Changing Pay Grade of LTE and Permanent Part-Time Care Workers

Motion (Anderson/Behnke) to recommend County Board approve changing pay grade of HHSD LTE and Permanent Part-time Care Workers from grade 16 to 17, effective January 29, 2017. Motion carried. Exhibit C

10. Human Resources Director's Report

Exhibit D

11. Schedule of Paid Invoices

Committee reviewed December Schedule of Paid Invoices totaling \$3,140.34.

12. Future Agenda Items

- Policy on LTE vs permanent part-time employee
- Policy on CMV cell phone and texting bans

13. Adjournment

Motion (Keller/Anderson) to adjourn at 2:37 p.m. Motion carried.

Next meeting date: February 9, 2017 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:



AMENDMENT ~~61~~ 62
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.27 EXCUSED ABSENCES

The Policies & Procedures Manual shall be amended to read as follows:

1.27 Excused Absences.

...

- (a) **General Holidays. [Amendment 25, Adopted 12/20/2011]**
- (1) Employees must be in a paid status the scheduled workday before a holiday and the scheduled workday after a holiday to be eligible to receive holiday pay. In paid status includes, compensatory time, vacation, sick leave, personal days and worker's compensation pay.
 - (2) Marinette County shall observe the following as holidays:
 - a. New Years Day
 - b. Friday afternoon before Easter Sunday
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day
 - g. Friday following Thanksgiving Day
 1. Library employees shall receive one floating holiday in lieu of the Friday following Thanksgiving Day.
 - h. Christmas Eve Day
 - i. Christmas Day
 - j. New Years Eve afternoon
 1. Highway department employees, excluding Commissioner, shall receive a full holiday on the Friday before Easter Sunday in lieu of New Years Eve afternoon.
 - (3) If a designated holiday falls on a Sunday, the following Monday shall be deemed the holiday. When the holiday falls on a Saturday, the Friday immediately preceding the Saturday shall be deemed the holiday. In special circumstances, Human Resources may designate alternate days. If a holiday falls during an employee's vacation, the employee shall be paid for the holiday and the employee's vacation bank shall not be debited for that day.
 - (4) Employees shall not be entitled to pay for holidays that occur during an unpaid leave of absence.
 - (5) In lieu of the holidays listed in 1.27(b)(2), all sheriff department management employees shall receive nine (9) days of leave, to be designated and used as vacation. Holidays shall be converted to vacation at eight (8) hours per day. **[Amendment 53, Adopted 07/28/2015]**
 - (6) In lieu of the holidays listed in 1.27(b)(2), all Dispatchers and Corrections Officers shall receive nine (9) days of leave, to be designated and used as vacation. Holidays shall be converted to vacation at eight (8) hours per day for 8-hour employees and twelve (12) hours per day for 12-hour employees. **[Amendment 53, Adopted 07/28/2015]**
 - (7) In lieu of the holidays listed in 1.27(b)(2), Health & Human Services After Hours Crisis Worker employees shall receive nine (9) days of leave, to be designated and used as vacation. Holidays shall be converted to vacation at eight (8) hours per day and prorated for part time employees.

Approved by Personnel Committee:

December 8, 2016 (as Amendment 62)

Approved by County Board:

December 20, 2016 (as Amendment 62)



AMENDMENT 62
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.10 CLASSIFICATION AND COMPENSATION PLANS

The Policies & Procedures Manual shall be amended to read as follows:

1.10 Classification and Compensation Plans.

(a) **Classification Plan.**

...

(3) **Employee Classifications.**

...

c. **Types of Employees.** Employees may be classified as permanent or temporary.

...

2. Temporary employees are engaged to work full or part-time for a specific period of time. Employees subsequently hired, as permanent employees shall not receive time-in-service credit for work performed as a temporary employee.

a. **Limited Term Employee.**

...

3. ~~Employees hired for~~ Limited term positions shall be compensated at seventy-five percent (75%) of the entrance/minimum rate of the permanent position the employee is assuming. If a Department Head wishes to pay an LTE higher than 75% of minimum up to 75% of midpoint/market, he/she shall submit written justification to Human Resources. ~~The justification and higher entrance pay~~ must be approved by the Human Resources Director and County Administrator. A former County employee, who returns as a limited term employee to a permanent position previously held, shall be compensated at the same pay as when employment terminated or the midpoint/market level pay of the permanent position's current pay grade, whichever is higher.

Approved by Personnel Committee:

Approved by County Board:

Marinette County Pay Scale

11/11/2016

Includes the following Categories: Management, Courthouse, Library, Professional and Highway

Pay Grade	Position Title	Department	SALARY			HOURLY		
			Entrance Minimum	Market Midpoint	Maximum	Entrance Minimum	Market Midpoint	Maximum
15	Accounting Clerk Database Specialist/Program Assistant Deputy Register of Deeds Deputy Treasurer Energy Worker Financial Specialist Forest Patrol Officer Parks Caretaker	Finance Land Information Register of Deeds Treasurer Health & Human Services Child Support Forestry & Parks Forestry & Parks	\$30,612	\$38,265	\$45,918	\$14.72	\$18.40	\$22.07
16	Administrative Assistant III Administrative Assistant III Custodian Property Listing Specialist I Customer Service Resource Screener Mental Health Technician Program Assistant Program Assistant	Child Support Sheriff Maintenance Land Information Health & Human Services Health & Human Services Emergency Management UW Extension	\$28,469	\$35,587	\$42,704	\$13.69	\$17.11	\$20.53
17	Administrative Assistant II Administrative Assistant II Head Secretary Program Assistant Scale Attendant	Health & Human Services District Attorney's Office UW Extension Veteran's Services Land Information	\$26,476	\$33,096	\$39,715	\$12.73	\$15.91	\$19.09
18	Transportation Coordinator Administrative Assistant I Administrative Assistant I Administrative Assistant I Library Assistant	Health & Human Services Health & Human Services Sheriff Forestry & Parks Library	\$24,623	\$30,779	\$36,935	\$11.84	\$14.80	\$17.76
19	Transporter Library Page	Health & Human Services Library	\$22,900	\$28,624	\$34,350	\$11.01	\$13.76	\$16.51
20	OPEN		\$21,297	\$26,621	\$31,944	\$10.24	\$12.80	\$15.36



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Exhibit D

Personnel Committee Date: **January 12, 2017**

WORKER'S COMPENSATION

Description of Injury

Sharp Pain top right shoulder
 Broken Nose

Report Type

Report Only
 Medical

Total Number of Claims this Month: 2 1 - Medical, 1 - Report Only, 0 – Lost Time
 2017 YTD Lost Time: 0
 2016 Lost Time: Preparing Audit
 Pending YTD Lost Time: 0
 Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

January Fire Safety

EXITING EMPLOYMENT (permanent employees)

Resignations 3
 Retirements ---
 Layoffs ---
 Dismissals 1

NEW HIRES

Date of Hire	Job Title	Department
01/09/2017	Mental Health Case Manager	Health & Human Services
01/10/2017	LTE Care Worker (2)	Health & Human Services

POSTINGS

Date Closed	Job Title	Department
01/06/2017	Legal Secretary	District Attorney's Office
01/11/2017	Mental Health Case Manager	Health & Human Services
01/20/2017	CCO – 40-Hour Fill	Sheriff
01/23/2017	Library Assistant, 18.25/Week – Stephenson	Library
01/24/2017	CCS Manager	Health & Human Services

JOB DESCRIPTIONS

- All applicable HHS positions requiring data entry/recording client contacts verbiage into new computer programs/software.
- Forestry & Parks Administrator, pending change status from County Administrator
- Legal Secretary