



Monroe County
Personnel Department

14345 County Highway B, Room 3
Sparta, WI 54656-4509
(608) 269-8719

NOTICE OF MEETING

COMMITTEE: PERSONNEL AND BARGAINING
TIME: 5:00 p.m.
PLACE: **Rolling Hills Activity Room**
DATE: Monday, December 7, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - November 9, 2015 - Discussion/Action
3. Personnel budget review - Discussion Only
4. Line Item Transfer - Discussion/Action
5. Personnel policy reclassification procedure - Discussion/Action
6. Topics and meeting date/time for next month's agenda - Discussion/Action
7. Adjournment

 Pete Peterson
Committee Chairperson

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above. Date **sent**: 12/1/15

Personnel and Bargaining Committee
MINUTES
November 16, 2015

Present: P. Peterson, B. Humphrey, C. King, C. Schnitzler, C. Las
Absent:

Also present: E. Smudde, K. Kittleson, T. Ziegler

1. Call to Order - Roll Call

P. Peterson called the meeting to order at 5:00 P.M.

Roll Call - P. Peterson, B. Humphrey, C. King, C.
Schnitzler - Present

- C. Las - absent

2. Minutes approval- October 14, 2015 -

Motion to approve the October 14, 2015 minutes by C. Schnitzler,
second by B. Humphrey and approved on a 4-0 vote.

3. Personnel budget review -

K. Kittleson and E. Smudde explained current state of budget, no
further action.

C. Las arrived at 5:03 P.M.

4. Dental Insurance Renewal -

K. Kittleson explained that our current provider Ameritas
originally quoted an increase and he has taken the coverage to
market and Delta Dental was able to match our current rates. So
K. Kittleson went back to Ameritas and they matched the current
rates and would lock them in for 2016 and 2017. K. Kittleson
recommended that the committee approve going with Ameritas, our
current provider, for the two year locked rate. **Motion** by C.
King to approve going with Ameritas for dental insurance for
2016 and 2017, second by B. Humphrey and approved on a 5-0 vote.

5. Personnel policy disciplinary procedure -

C. King expressed that he was curious if the incident mentioned
at the previous County Board Meeting was ever addressed. K.
Kittleson and C. Schnitzler assured C. King that this was
addressed when it happened previously in 2008.

6. Personnel policy reclassification procedure -

K. Kittleson gave a summary of the case that T. Ziegler had
requested to get two of the positions within his department
reclassified and he recommended that the positions would not be
reclassified. K. Kittleson also stated that the County

Administrator reviewed what was submitted and agreed that the positions should not be reclassified at this time. T. Ziegler had question regarding the procedure for appeal regarding section 4.22(3) of the Personnel Policy Manual. The committee discussed this language and decided that this could use some clarification. B. Humphrey stated that any reclassification should be an administrative decision and not a political one and that this discussion of reclassification should not be coming before the committee. P. Peterson requested this topic to be on the December Personnel and Bargaining Committee agenda to help clear up the language in the policy manual.

7. Topics and meeting date/time for next month's agenda-
Next meeting is scheduled to take place on Monday, December 7th, 2015 at 5:00 P.M. in the Rolling Hills Activity Room. Topics to include personnel policy reclassification procedure language and line item transfer.
8. Adjournment -
Motion to adjourn by B. Humphrey, second by C. Las, and approved on a 5-0 vote. Meeting adjourned at 5:43 P.M.

E. Smudde, Recorder

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Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL

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FOR 2015 11		JOURNAL DETAIL 2015 11 TO 2015 11						
ACCOUNTS FOR: 11430 PERSONNEL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
11430000 PERSONNEL								
11430000 461900 OTHER PERSONNEL RE	0	0	0	-24.75	.00	24.75	100.0%	
TOTAL UNDEFINED ROLLUP CODE	0	0	0	-24.75	.00	24.75	100.0%	
PL100 SALARIES & FRINGE BENEFITS								
11430000 511000 SALARIES	120,769	33	120,802	107,314.09	.00	13,487.91	88.8%	
2015/11/000089 11/12/2015 PRJ	4,650.40	REF 151112			WARRANT=151112	RUN=1 BI-WEEKL		
2015/11/000320 11/25/2015 PRJ	4,650.40	REF 151125			WARRANT=151125	RUN=1 BI-WEEKL		
11430000 515005 RETIREMENT	8,214	3	8,217	7,297.23	.00	919.77	88.8%	
2015/11/000089 11/12/2015 PRJ	316.22	REF 151112			WARRANT=151112	RUN=1 BI-WEEKL		
2015/11/000320 11/25/2015 PRJ	316.22	REF 151125			WARRANT=151125	RUN=1 BI-WEEKL		
11430000 515010 SOCIAL SECURITY	7,489	2	7,491	6,545.65	.00	945.35	87.4%	
2015/11/000089 11/12/2015 PRJ	283.68	REF 151112			WARRANT=151112	RUN=1 BI-WEEKL		
2015/11/000320 11/25/2015 PRJ	283.68	REF 151125			WARRANT=151125	RUN=1 BI-WEEKL		
11430000 515015 MEDICARE	1,753	1	1,754	1,530.95	.00	223.05	87.3%	
2015/11/000089 11/12/2015 PRJ	66.35	REF 151112			WARRANT=151112	RUN=1 BI-WEEKL		
2015/11/000320 11/25/2015 PRJ	66.35	REF 151125			WARRANT=151125	RUN=1 BI-WEEKL		
11430000 515020 HEALTH INSURANCE	11,382	-228	11,154	5,071.75	.00	6,082.25	45.5%	
2015/11/000089 11/12/2015 PRJ	232.34	REF 151112			WARRANT=151112	RUN=1 BI-WEEKL		
2015/11/000320 11/25/2015 PRJ	232.34	REF 151125			WARRANT=151125	RUN=1 BI-WEEKL		
11430000 515025 DENTAL INSURANCE	502	0	502	229.46	.00	272.54	45.7%	
2015/11/000089 11/12/2015 PRJ	20.86	REF 151112			WARRANT=151112	RUN=1 BI-WEEKL		
11430000 515030 LIFE INSURANCE	36	0	36	33.00	.00	3.00	91.7%	
2015/11/000089 11/12/2015 PRJ	3.00	REF 151112			WARRANT=151112	RUN=1 BI-WEEKL		

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FOR 2015 11

JOURNAL DETAIL 2015 11 TO 2015 11

ACCOUNTS FOR: 11430 PERSONNEL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>11430000 515040 WORKERS COMP</u>	326	0	326	289.85	.00	36.15	88.9%
<u>2015/11/000089</u> 11/12/2015 PRJ	12.56 REF 151112						
<u>2015/11/000320</u> 11/25/2015 PRJ	12.56 REF 151125						
TOTAL SALARIES & FRINGE BENEFITS	150,471	-189	150,282	128,311.98	.00	21,970.02	85.4%
PL200 OFFICE ADMINISTRATIVE COSTS							
<u>11430000 531000 OFFICE SUPPLIES</u>	500	0	500	338.29	43.98	117.73	76.5%
<u>11430000 531050 POSTAGE</u>	525	0	525	294.00	.00	231.00	56.0%
<u>11430000 531060 PRINTING</u>	200	0	200	.00	.00	200.00	.0%
<u>11430000 531065 ADVERTISING</u>	8,400	3,000	11,400	9,622.01	1,306.52	471.47	95.9%*
<u>2015/11/000057</u> 11/06/2015 API	372.90 VND 004796	IN AUG/SEP CLASSIFIEDS					1009489
<u>2015/11/000057</u> 11/06/2015 API	1,006.96 VND 006499	IN AUG 15 CLASSIFIEDS					1009601
<u>2015/11/000060</u> 11/06/2015 API	89.90 VND 004796	IN OCT 15 CLASSIFIEDS					1009489
<u>11430000 532000 BOOKS/PUBLICAT/SUB</u>	100	0	100	85.00	.00	15.00	85.0%
<u>2015/11/000337</u> 11/25/2015 API	46.00 VND 007763	IN 116-00068279 110315					1010102
<u>11430000 532500 DUES</u>	385	0	385	410.00	.00	-25.00	106.5%*
<u>2015/11/000160</u> 11/13/2015 API	195.00 VND 005753	IN MEMBERSHIP OCT 15					1009761
TOTAL OFFICE ADMINISTRATIVE COSTS	10,110	3,000	13,110	10,749.30	1,350.50	1,010.20	92.3%
PL300 TECHNOLOGY & EQUIPMENT							
<u>11430000 522025 TELEPHONE</u>	242	0	242	101.09	.00	140.91	41.8%
<u>2015/11/000063</u> 11/06/2015 API	12.11 VND 002764	IN 1353707194.86281029					1009461
<u>2015/11/000063</u> 11/06/2015 API	8.71 VND 002764	IN 1347602685.86281029					1009461
<u>2015/11/000065</u> 11/06/2015 API	11.58 VND 002764	IN 1350808297.86281029					1009461

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11430 PERSONNEL	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
<u>11430000 553100 EQUIPMENT SERVICE</u>	1,668	0	1,668	1,463.00	.00	205.00	87.7%	
<u>2015/11/000064</u> 11/06/2015 API	133.00 VND 004998 IN I00259035			E O JOHNSON	I00259035		1009481	
TOTAL TECHNOLOGY & EQUIPMENT	1,910	0	1,910	1,564.09	.00	345.91	81.9%	
PL350 IT POOL								
<u>11430000 599000 TECHNOLOGY POOL</u>	653	0	653	653.00	.00	.00	100.0%*	
TOTAL IT POOL	653	0	653	653.00	.00	.00	100.0%	
PL400 CONF / EDUCATION & TRAVEL								
<u>11430000 533010 CONFERENCE/SEMINAR</u>	1,110	0	1,110	1,060.33	.00	49.67	95.5%*	
<u>11430000 533200 MILEAGE</u>	1,300	0	1,300	1,194.00	.00	106.00	91.8%*	
<u>2015/11/000089</u> 11/12/2015 PRJ	170.00 REF 151112				WARRANT=151112	RUN=1 BI-WEEKL		
TOTAL CONF / EDUCATION & TRAVEL	2,410	0	2,410	2,254.33	.00	155.67	93.5%	
PL600 PROGRAM COSTS								
<u>11430000 519000 LABOR RELATIONS</u>	5,350	0	5,350	450.00	.00	4,900.00	8.4%	
TOTAL PROGRAM COSTS	5,350	0	5,350	450.00	.00	4,900.00	8.4%	
TOTAL PERSONNEL	170,904	2,811	173,715	143,957.95	1,350.50	28,406.55	83.6%	
TOTAL PERSONNEL	170,904	2,811	173,715	143,957.95	1,350.50	28,406.55	83.6%	
TOTAL REVENUES	0	0	0	-24.75	.00	24.75		
TOTAL EXPENSES	170,904	2,811	173,715	143,982.70	1,350.50	28,381.80		

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ACCOUNTS FOR: 11431 TRAINING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11431000 TRAINING							
EE600 PROGRAM COSTS							
<u>11431000 515700 EMP. EDUCATION & T</u>	20,000	-3,000	17,000	2,270.00	.00	14,730.00	13.4%
TOTAL PROGRAM COSTS	20,000	-3,000	17,000	2,270.00	.00	14,730.00	13.4%
TOTAL TRAINING	20,000	-3,000	17,000	2,270.00	.00	14,730.00	13.4%
TOTAL TRAINING	20,000	-3,000	17,000	2,270.00	.00	14,730.00	13.4%
TOTAL EXPENSES	20,000	-3,000	17,000	2,270.00	.00	14,730.00	

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11432 EMPLOYEE ASSISTANCE PROGRAM							
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11432000 EMPLOYEE ASSISTANCE PROGRAM							
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EA600 PROGRAM COSTS							
<hr/>							
<u>11432000 519100 EMPLOYEE ASSISTANC</u>	5,000	0	5,000	5,000.00	.00	.00	100.0%*
<u>2015/11/000159 11/13/2015 API</u>	1,250.00	VND 008441 IN 28894		GUNDERSEN ADMINISTRA EAP			1009726
TOTAL PROGRAM COSTS	5,000	0	5,000	5,000.00	.00	.00	100.0%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	5,000.00	.00	.00	100.0%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	5,000.00	.00	.00	100.0%
TOTAL EXPENSES	5,000	0	5,000	5,000.00	.00	.00	

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ACCOUNTS FOR: 11433 SECTION 125 FEES	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11433000 SECTION 125 FEES							
SX600 PROGRAM COSTS							
<u>11433000 515080 SECTION 125 ADMIN</u>	3,600	0	3,600	3,539.50	.00	60.50	98.3%*
<u>2015/11/000245</u> 11/19/2015 API	268.00	VND 002558 IN 1380730	HRA&FSA	EMPLOYEE BENEFITS CO NOVEMBER INV 13807		1009868	
<u>2015/11/000337</u> 11/25/2015 API	600.00	VND 002558 IN 1380730		EMPLOYEE BENEFITS CO FLEX PLAN INVOICE		1010059	
TOTAL PROGRAM COSTS	3,600	0	3,600	3,539.50	.00	60.50	98.3%
TOTAL SECTION 125 FEES	3,600	0	3,600	3,539.50	.00	60.50	98.3%
TOTAL SECTION 125 FEES	3,600	0	3,600	3,539.50	.00	60.50	98.3%
TOTAL EXPENSES	3,600	0	3,600	3,539.50	.00	60.50	

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ACCOUNTS FOR:	HEALTH REIMBURSEMENT PROG	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11434000 HEALTH REIMBURSEMENT PROG								
MR600 PROGRAM COSTS								
11434000 515770	MEDICAL EXPENSE RE	160,000	0	160,000	111,907.41	.00	48,092.59	69.9%
2015/11/000245	11/19/2015 API	1,147.50	VND 002558 IN 1380730	HRA&FSA	EMPLOYEE BENEFITS CO NOVEMBER INV 13807		1009868	
TOTAL PROGRAM COSTS		160,000	0	160,000	111,907.41	.00	48,092.59	69.9%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	111,907.41	.00	48,092.59	69.9%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	111,907.41	.00	48,092.59	69.9%
TOTAL EXPENSES		160,000	0	160,000	111,907.41	.00	48,092.59	

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ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11435	RETIREMENT/FRINGE POOL							
<hr/>								
11435000 NON-LAPSING RETIREMENT/FRINGE								
<hr/>								
FP600 PROGRAM COSTS								
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11435000	515200	NON-LAPSING RETIRE	33,300	11,145	44,445	15,548.15	.00	28,896.71 35.0%
TOTAL PROGRAM COSTS		33,300	11,145	44,445	15,548.15	.00	28,896.71	35.0%
TOTAL NON-LAPSING RETIREMENT/FRINGE		33,300	11,145	44,445	15,548.15	.00	28,896.71	35.0%
TOTAL RETIREMENT/FRINGE POOL		33,300	11,145	44,445	15,548.15	.00	28,896.71	35.0%
TOTAL EXPENSES		33,300	11,145	44,445	15,548.15	.00	28,896.71	

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JOURNAL DETAIL 2015 11 TO 2015 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	392,804	10,956	403,760	282,223.01	1,350.50	120,186.35	70.2%

** END OF REPORT - Generated by CATHY SCHMIT **

- (2) County Board authorization for a position shall expire if the position remains vacant for one calendar year. <1/00> The Personnel and Bargaining Committee may grant an extension for extenuating circumstances through an appeal by the department head. <2/10>
- (3) To insure appropriate classification and wages, the County periodically reviews positions and conducts job audits at the request of the department head. If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to increased departmental demands which place increased responsibility on the position, it is possible to seek a position reclassification. Due to varying circumstances involved in position reclassification, the department head shall meet with the County Administrator and Personnel Director prior to the initiation of any personnel action involving a reclassification. This effort should help avoid any misunderstanding during the reclassification process.

Note: "More of the same" is not the basis for reclassification, but rather new work of a higher level shall be demonstrated before the County Administrator and Personnel Director shall consider a reclassification request.

- (4) Conversely, some positions are reduced in level of classification to reflect reduction in duties or responsibilities. Reclassification requests shall have the recommendation of the department head and Personnel Director prior to consideration and approval or denial by the County Administrator
- (5) For each position, a range of salary is established which reflects differences in the weighted factor score, as described in 4.25-4.27.

4.23 CHANGES IN CLASSIFICATION.

- (1) PROMOTION. Promotion is the movement of an employee from one position to another having a higher salary grade. When an employee is promoted to a position in a higher salary grade, the employee shall serve a three month trial period, or a longer period with concurrence of the department head and Personnel Director. <12/98> Salary shall be adjusted from the first date of promotion to a rate in the higher salary grade that grants the employee an increase in total salary for the year from the date of promotion above the total annual salary for the same period had the employee not received the promotion. <12/95><12/99> Due to varying circumstances involved with promotions, the department heads shall meet with the Personnel Director prior to the initiation of any personnel action involving a promotion. This effort should help avoid any misunderstanding which may occur when promotions are under consideration. All promotions shall be approved by the County Administrator.
- (2) TRANSFER.
 - (a) Transfer is the movement of an employee from one position to another in the same or different department having the same salary grade. There shall be no change in the salary rate of an employee who is transferred. The request shall be submitted to the County Administrator for action provided both

Revisions To Policy Language

- (2) County Board authorization for a position shall expire if the position remains vacant for one calendar year. <1/00> The Personnel and Bargaining Committee may grant an extension for extenuating circumstances through an appeal by the department head. <2/10>
- (3) To ensure appropriate classification and wages, the County periodically reviews positions and conducts job audits at the request of the department head. If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to increased departmental demands which place increased responsibility on the position, it is possible to seek a position reclassification. Note: "More of the same" is not the basis for reclassification, but rather new work of a higher level shall be demonstrated before the ~~County Administrator and~~ Personnel Director shall consider reclassification request. Due to varying circumstances involved in position reclassification, the department head shall meet with ~~the County Administrator and~~ Personnel Director prior to the initiation of any ~~personnel action review~~ involving a reclassification. This effort should help avoid any misunderstanding during the reclassification process. The review results shall be submitted to the County Administrator, who makes the final determination concerning reclassification requests.
- (4) Conversely, some positions are reduced in level of classification to reflect reduction in duties or responsibilities. ~~Reclassification requests shall have the recommendation of the department head and Personnel Director prior to consideration and approval or denial by the County Administrator~~ Downgrading of positions shall follow the same procedure outlined in 4.22(3) above.
- (5) For each position, a range of salary is established which reflects differences in the weighted factor score, as described in 4.25-4.27.