



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: 9:00 a.m.
PLACE: **Community Services Bldg. Room 409**
DATE: Wednesday, June 12, 2013

SUBJECT MATTER TO BE CONSIDERED

1. Call to order
2. Minutes approval - May 14, 2013 - Discussion/Action
3. Voucher and budget review - Discussion/Action
4. New Position request - Information Systems - Discussion/Action
5. Performance evaluation system update - Discussion Only
6. Personnel policy manual changes - Discussion/Action
7. Topics and meeting date/time for next month's agenda - Discussion/Action
8. Adjournment

Sharon Folcey
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: 6/5/13



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Personnel Department

14345 County Highway B, Room 3
Sparta, WI 54656-4509
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NOTICE OF MEETING

COMMITTEE: PERSONNEL AND BARGAINING
TIME: 11:00 a.m.
PLACE: **Community Services Bldg. Room 409**
DATE: Tuesday, May 14, 2013

SUBJECT MATTER TO BE CONSIDERED

1. Call to order
2. Minutes approval - April 10, 2013, April 24, 2013 - Discussion/Action
3. Voucher and budget review - Discussion/Action
4. Leave of absence extension request - Sheriff Department - Discussion/Action
5. Emergency Management department consolidation - Discussion/Action
6. New position request - Human Services - Discussion/Action
7. New Position request - Information Systems - Discussion/Action
8. Performance evaluation system implementation - Discussion/Action
9. Personnel policy manual changes - Discussion/Action
10. Topics and meeting date/time for next month's agenda - Discussion/Action
11. Adjournment

Sharon Folcey
Committee Chairperson

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Personnel and Bargaining Committee

MINUTES

May 14,, 2013

Present: S. Folcey, B. Humphrey, G. Treu, P. Peterson,
A Hayden

Absent:

Also present: C. Schmit, E. Smudde, K. Kittleson, L. Lazer,
P. Quirin

1. Call to Order -
S. Folcey called the meeting to order at 11:05 A.M.
2. Minutes approval- April 10th & 24th -
Motion to approve the April 10, 2013 and April 24, 2013 minutes by B. Humphrey, second by G. Treu, and approved on a 5-0 vote.
3. Voucher and budget review-
Vouchers were circulated and signed by committee members. K. Kittleson discussed the Personnel Department budget and the charges on the vouchers.
Motion to approve vouchers was made by G. Treu, second by P. Peterson, and approved on a 5-0 vote.
4. Leave of absence extension request-
P. Quirin explained that he had an employee off on FMLA leave and they have used the allotted 12 weeks of leave. Due to a doctor's note it was recommended that this employee have an 8 week extension to their leave. P. Quirin indicated that they had no light duty available at this time and that the employee was out of paid leave. K. Kittleson recommends the approval of this extension.
Motion to approve an unpaid 8 week leave of absence from 5/16/13 - 7/11/13 by G. Treu, second by B. Humphrey, and approved on a 5-0 vote.
5. Emergency Management department consolidation-
P. Quirin described the situation and the details of bringing the Emergency Management Coordinator under his department. With the additional responsibilities with this consolidation the Patrol Lt. who would supervise the Emergency Management Coordinator would receive a 2.5% wage increase. The Jail Lt. would receive a 2.5% wage increase due to the responsibility of the Per Mar contract. The Office Manager I would receive a 1.5% for the increased workload in accordance with the adoption of this department. The ¾ time Administrative Assistant I position in emergency management would be eliminated. With these adjustments the county is to save approx. \$31,000.
Motion to approve resolution as written by B. Humphrey, second by A. Hayden, and approved on a 5-0 vote.
6. New position request - Human Services -
L. Lazer explained the need for an additional Social Worker I full time position within the behavioral health department. Due to the restructuring of this department L. Lazer stated she would

be in favor in creating a new Social Worker I position and eliminating a vacant clerical support position. Due to the retirement of a experienced employee and elimination of this clerical position this new Social Worker I position could be filled with no adjustments to the current budget for the Human Services Department. C. Schmit supports the filling of this position if the clerical staff position is eliminated.

Motion to approve the resolution for the creation of a new Social Worker I position without any effect on the current budget by B. Humphrey, second by P. Peterson, and approved on a 5-0 vote.

7. New position request - Information Systems

This item was postponed until next month's agenda.

8. Performance evaluation system implementation -

K. Kittleson explains the need for a new performance evaluation system that will work with the new pay schedule and merit pay system. K. Kittleson explains that we have explored four different companies and compared rates and products and decided that Halogen was the best option moving forward for Monroe County. E. Smudde and C. Schmit offered explanations of the software's capabilities and benefits it could offer the county. K. Kittleson mentioned the cost for this software was within the Personnel budget.

Motion to approve the contract with Halogen by G. Treu, second by A. Hayden, and approved on a 5-0 vote.

(B. Humphrey & C. Schmit left meeting at 12:00 p.m.)

9. Personnel Policy Manual Changes -

K. Kittleson explains that the only changes made to the policy manual were any sections that had language that referenced the previous step system and replaced them with the current pay range language.

Motion to approve compensation plan changes regarding steps and pay grades within the Personnel Policy Manual by G. Treu, second by A. Hayden, and approved 4-0.

10. Topics and meeting date/time for next month's agenda-

Next month's scheduled meeting is Wednesday, June 12, 2013 at 9:00 A.M. in Room 409 of Community Services Building A. Items to be discussed are new position request for Information Systems Department.

Motion to adjourn by G. Treu, second by A. Hayden, and approved on a 4-0 vote. Meeting adjourned at 12:35 A.M.

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10	GENERAL GOVERNMENT FUND					
143	PERSONNEL					
51430	PERSONNEL					
110	SALARIES	114,150.52	0.00	14,428.16	45,170.72	68,979.80 39 ---
150	FRINGE BENEFITS	29,508.63	0.00	3,144.50	11,892.21	17,616.42 40 ----
152	WORK COMP	309.13	0.00	38.95	121.98	187.15 39 ---
197	LABOR RELATIONS	40,350.00	0.00	0.00	6,570.65	33,779.35 16 -
207	MEDICAL EXPENSE REIMBURSEMEN	0.00	0.00	0.00	0.00	0.00 0
214	COMPUTER OPERATION	0.00	0.00	0.00	0.00	0.00 0
225	TELEPHONE	314.00	0.00	18.01	68.21	245.79 21 --
298	EQUIPMENT SERVICE CONTRACTS	1,753.00	0.00	133.00	535.31	1,217.69 30 ---
310	OFFICE SUPPLIES/EXPENSE	500.00	0.00	0.00	14.99	485.01 2
311	POSTAGE	525.00	0.00	0.00	183.00	342.00 34 ---
313	PRINTING COSTS	200.00	0.00	0.00	17.00	183.00 8
320	BOOKS/PUBLICAT/SUBSCRIPTIONS	100.00	0.00	0.00	0.00	100.00 0
324	DUES	385.00	0.00	0.00	230.00	155.00 59 -----
326	ADVERTISING	7,200.00	0.00	986.44	3,638.22	3,561.78 50 -----
331	CONFERENCES/SEMINARS	1,110.00	0.00	250.00	585.00	525.00 52 -----
337	MILEAGE	1,300.00	0.00	312.00	623.00	677.00 47 ----
815	CAPITAL OUTLAY OVER \$5,000	0.00	0.00	0.00	0.00	0.00 0
900	TECHNOLOGY POOL EXPENSE	1,680.00	0.00	0.00	1,680.00	0.00 100 -----
TOTAL:	PERSONNEL	199,385.28	0.00	19,311.06	71,330.29	128,054.99 35 ---
51431	EMPLOYEE ASSISTANCE PROGRAM					
392	MISCELLANEOUS EXPENSE	4,000.00	0.00	1,000.00	2,000.00	2,000.00 50 -----
TOTAL:	EMPLOYEE ASSISTANCE PROGRAM	4,000.00	0.00	1,000.00	2,000.00	2,000.00 50 -----
51432	SAFETY TRAINING					
392	MISCELLANEOUS EXPENSE	30,000.00	0.00	1,078.00	2,173.00	27,827.00 7
TOTAL:	SAFETY TRAINING	30,000.00	0.00	1,078.00	2,173.00	27,827.00 7
51433	SECTION 125 ADMINISTRATION					
392	OPERATING EXPENSES	3,600.00	0.00	278.60	1,402.90	2,197.10 38 ---
TOTAL:	SECTION 125 ADMINISTRATION	3,600.00	0.00	278.60	1,402.90	2,197.10 38 ---
51434	HEALTH REIMBURSEMENT PROGRAM					
392	MISCELLANEOUS EXPENSE	200,000.00	0.00	21,282.30	35,176.47	164,823.53 17 -
TOTAL:	HEALTH REIMBURSEMENT PROGRAM	200,000.00	0.00	21,282.30	35,176.47	164,823.53 17 -
51435	RETIREMENT/FRINGE POOL					
392	MISCELLANEOUS EXPENSE	48,564.10	0.00	0.00	13,435.46	35,128.64 27 --
TOTAL:	RETIREMENT/FRINGE POOL	48,564.10	0.00	0.00	13,435.46	35,128.64 27 --
51436	SPECIAL ASSMNT UNEMPLOYMENT					
392	SPECIAL ASSMNT UNEMPLOYMENT	4,500.00	0.00	0.00	0.00	4,500.00 0
TOTAL:	SPECIAL ASSMNT UNEMPLOYMENT	4,500.00	0.00	0.00	0.00	4,500.00 0
TOTAL:	PERSONNEL	490,049.38	0.00	42,949.96	125,518.12	364,531.26 25 --

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF AN INFORMATION SYSTEMS SPECIALIST POSITION IN THE INFORMATION SYSTEMS DEPARTMENT

WHEREAS, the Monroe County Administrative/Executive Committee requests the establishment of an Information Systems Specialist position in the Information Systems (IS) Department; and

WHEREAS, the Information Systems Specialist is responsible for setup of computers, troubleshooting computer errors, and assisting the network administrator in daily network tasks and duties, and

WHEREAS, the Information Systems Specialist installs new computers, installs and updates software applications, coordinates computer replacement parts and equipment, creates and updates documentation, troubleshoots and assists front-end users with computer-related problems, education and training, and

Whereas, a recent survey of county IS department staffing levels indicate a ratio of 1 IS staff position per 70-80 county employees and Monroe County presently maintains a staffing ratio of 1 IS staff position per 133 employees.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of an Information Systems Specialist position in the IS Department in salary grade 11, effective January 1, 2014.

Dated this 26th day of June, 2013.

OFFERED BY THE ADMINISTRATIVE/EXECUTIVE COMMITTEE:

Administrative/Executive Committee vote:
Personnel & Bargaining Committee vote:
Finance Committee vote:
Approved as to form: Andrew Kaftan _____

Fiscal note: Wage and benefit costs of \$53,684 to be included in the 2014 budget.

Purpose: Provide additional staffing and support in the IS Department

NEW POSITION ANALYSIS

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Information Systems Date: June 2013

Department Head: John Mehtala - Information Systems Director

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

With each year that passes, County departments become more and more reliant on technology based tools to perform their day-to-day tasks. While use of some of this technology may be optional, most County departments utilize specific and/or specialized equipment and software packages that are mandated for performing daily tasks, recording client/patient/inmate service data, and reporting of data to other government agencies. With levy limits having been in place for several years now (with no end in sight) it has become incumbent on departments to find efficiencies within their operations that allow them to continue to absorb increasing workloads while continuing to perform tasks at the high level required without additional staffing resources provided. Greater use of technology resources assists the departments in creating greater efficiency while maintaining level costs. The increased demand for technology services, increasing utilization of various software products, and well as increased need for education, support and updates for technology based equipment/software products has increased the pressure and demands on the IS Department exponentially. Indications are that there will be even greater demands on the department in the future with expanded software replacement/updates, equipment addition/replacement and Justice Center related support needed. A recent survey of Wisconsin counties conducted by the Personnel Department indicates an averages staffing ratio of 1 IS staff position per 70-80 employees. Monroe County presently maintains a staffing ratio of 1 IS staff position per 133 employees.

Suggested Title: Information Systems Specialist Full Time PT /hrs

Personnel Director's Recommended Classification: Pay Group 11

Projected Start Date: January 2014

C. General Description of the Position: Job description attached.

D. Typical Examples of Work to be Performed (in detail):

- *Software setup and implementation
- *Install software updates; download/push applications out to devices
- *Setup new equipment; interfaces with smart devices
- *Maintain secure wireless accessibility/remote accessibility
- *Update systems and security with addition/deletion/update of employee information.
- *User education
- *User security enforcement; monitor security threats
- *Troubleshoot end-user questions/issues
- *Generate end-user departmental reports
- *Vendor billing; purchasing; voucher preparation
- *Administer IT Pool - inventory, acquisition & disposal of equipment
- *Coordinate equipment moves
- *Administer print management compatibility
- *Administer document management and related issues
- *End-user training on equipment (i.e. pc's, iPads, tablets, smart devices) and software (i.e. Windows, MS, web updates, apps)

E. Minimum Qualifications of a Candidate:

Education: Associate Degree in Computer Science or related field.

Experience: Minimum of two years of related technical support experience; demonstrated skills based on Microsoft technologies.

F: Funding:

Annual cost (with full family insurance coverages):

11	\$22.52 midpoint	\$46,842	\$3,115	\$3,583	\$14,854	\$779	\$18	\$126
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1. Where will the funds for this position come from: Annual Co. Levy

2. What equipment will need to be purchased (desk, etc.)?

Chair, desk, phone, computer equipment

Is office space presently available? Yes Where? Rolling Hills, CSC Building

Estimated equipment cost: \$2,000

Is this cost in the department budget? Yes; 2014 Annual Budget

3. Grand total cost, all items, this fiscal year: \$0

4. Thereafter, annual cost of salary and fringes:
\$53,684 (with no insurance coverages),
\$60,257 (with single insurance coverages), or

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? Information Systems Director

SUPERVISING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: 6/11/2013

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: 6/12/2013

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: 6/19/2013

COUNTY BOARD Action:

Approved _____ Denied _____

Date: 6/26/2013

By a vote of _____ aye, _____ nay, _____ absent/abstention

CHAPTER 4

PERSONNEL POLICIES

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the employee an increase for the period worked in the temporary assignment. An employee who is temporarily assigned to a position with a lower salary grade, for any period, shall not receive a reduction in salary. No temporary assignment shall exceed six months. In any instance, the salary rate during temporary assignment shall be handled on a case-by-case basis between the department head and the Personnel Director with approval of the County Administrator. The department head is responsible for reporting any temporary assignments to the appropriate committee and the Personnel Director is responsible for reporting any temporary wage rate changes to the Personnel and Bargaining Committee.

(2) PAY FOR PERFORMANCE. The Monroe County pay for performance compensation system is designed to link employee work performance to the strategic plan and mission of Monroe County, as well as motivate employees to develop and contribute to the maximum of their ability by compensating those employees based on job performance.

(a) OUTCOMES. The County's pay for performance compensation system will produce the following outcomes:

1. Aligns pay and performance with the County's mission, strategic plan, values, leadership and culture.
2. Differentiates among performers in evaluation and recognizes varying levels of performance through variations in compensation.
3. Directs the focus on outcomes and results that benefit the public, and strengthens public confidence that the County will listen, adapt, and produce results.
4. Maintains the County's competitive position in the labor market in order to attract and retain the best talent possible.
5. Provides incentives for continuous performance improvement and high achievement.

(b) STANDARDS. The County's pay for performance compensation system has the following standards:

1. The pay for performance compensation policy will be understood and accepted by employees.
2. All departments are responsible for establishing operational goals for each of its units and employees that are specific, measurable, attainable, realistic and timely.

3. All employees will be evaluated in an appropriate category for his/her position as outlined by a standard set of core competencies.
4. All departments will be expected to engage in continuous measurement, assessment, coaching and feedback.
5. All departments will use the official evaluation format provided by the Personnel Department for all evaluations to include introductory period and annual reviews.
6. All employees' annual performance evaluations shall be reviewed by the Department Head prior to submission to the Personnel Department.
7. The Personnel Director shall review the effectiveness of the County's performance evaluation system upon which pay for performance is based and, in consultation with the County Administrator, make revisions to the program as necessary to encourage employee performance that strives to attain the mission and goals of the County.

(c) FUNDING. Each fiscal year the County Administrator shall recommend an appropriate funding level to be available for pay for performance wage adjustments through the budget process. The County Administrator will take into account the County's overall financial state in establishing a budget for pay for performance which is part of the overall budget submitted to the County Board of Supervisors.

(d) SCOPE. The pay for performance compensation system applies to all regular full-time and part-time employees whose pay is not subject to some other pay system, contract or agreement. Exceptions to the pay for performance compensation system include elected officials, union employees, and temporary, on-call and casual call employees. Eligible employees may be considered for pay for performance adjustments only once in each fiscal year. Employees at the maximum of their pay grade are not eligible to be considered for pay for performance adjustments, but the County Administrator may grant an exception for extenuating circumstances.

~~ANNUAL ADJUSTMENT OF SALARY GRADES. The County Administrator and the Personnel and Bargaining Committee shall determine the kind and amount of salary adjustments that shall be granted employees. The Personnel and Bargaining Committee shall then submit recommendations to the County Board for action.~~

(3) COMPENSATION RATES FOR POSITIONS. The compensation rate for each position uses the following terms and figures.

(a) Hourly rate = straight time rate (ST).

(b) Pay period rate = 80 hours x ST.

(c) Monthly rate = annual rate divided by 12 or 173 hours x ST.

(d) Annual rate = 2080 hours x ST.

(4) ESTABLISHMENT AND MAINTENANCE OF COMPENSATION RATES.

(a) Hourly and annual rates are to be established or maintained according to established procedure on file in the Personnel Department.

(b) The compensation plan will be updated on a periodic basis so that rates remain current and competitive.

~~Monthly rates are to be established or maintained according to established procedure on file in the Personnel Department.~~

(5) OVERTIME/COMPENSATORY TIME.

(a) Exempt employees (see 4.18(7)) shall be compensated as follows:

1. Overtime shall be allowed for necessary work in excess of 40 hours worked in a work week, excluding paid time off, with prior approval of the employee's department head or designee. Paid time off shall not be counted as hours worked. For an hour of overtime, the employee is entitled to an hour of compensatory time. Compensatory time may be accumulated to a maximum of forty hours.<9/90> No excess time less than one-half hour segments thereof (rounded to the nearest one-half hour) in any day shall be considered.

2. Compensatory time may be used with prior approval of the employee's department head or designee. The use of compensatory time shall not conflict with the needs of the department.

4.54 TRAVEL.

- (1) Employees shall receive the current mileage rate in effect in the County when required to use personal cars while conducting County business. If the travel begins or ends at the employee's home, travel time and mileage shall be calculated from the work site or home, whichever is less.<2/00>
- (2) Employees who use their own car during the normal work day while conducting County business are responsible for showing proof of automobile liability insurance coverage consistent with the coverage outlined by Wisconsin Statutes. Appropriate forms are available from the Finance Department and shall be filed with that office upon completion.
- (3) Employees shall receive reimbursement for meals when on official business overnight outside Monroe County. Receipts are ~~not~~ required, and current maximum meal allowance rates are \$7 breakfast, \$10 lunch, and \$15 dinner. ~~provided the reimbursement requested is within the current allowance rate. Current maximum meal allowance rates may be obtained from the Finance Department or the Personnel Office. Maximums may be waived in circumstances where a choice of meals was not available and the rate charged exceeds the maximum allowance, provided receipts are furnished and the County Administrator approves. If the employee is out of the County for a full day, the total maximum may be used in any manner, but shall not exceed the total allowed for one day, for any reason.~~ Reimbursement vouchers shall have the approval of the appropriate County Board committee. <10/08>
- (4) Elected officials and department heads are authorized to furnish meals, lodging or other facilities to persons not employed by Monroe County with the approval of the County Administrator.
- (5) An employee shall, with County Administrator approval, receive reimbursement for personal expenses when the employee serves as coordinator of a conference, seminar or convention held within the County. All preceding rules shall be followed and the employee shall notify the County Administrator as far in advance as possible of any conference, seminar or convention to be held within the