

WAUPACA COUNTY HUMAN RESOURCES COMMITTEE

January 11, 2016

The Waupaca County HR Committee met at 10:00 a.m. in Room 1037 of the Waupaca County Courthouse. Chair Barrington called the meeting to order and gave the open meeting statement. Roll Call: County Board Chair Dick Koeppen, Supervisor Gerald Murphy and Supervisor DuWayne Federwitz present.

OPEN SESSION

MOTION: Supervisor Murphy moved and Supervisor Federwitz seconded the motion to approve the agenda. Motion carried without a negative vote.

No public comment.

Review of Human Resources Department monthly report. Recruitment updates on positions filled and resignation/retirements. Set recruitment process and interview date for Highway Commissioner. Benefit updates on Healthy Activities wellness program. Winter session of supervisory training starts on January 13th. Total unemployment expenses for 2015 reviewed.

Personnel Policies & Procedures updates were reviewed for consideration.

- Section 4 – Salaries & Wages 4.13 Lakeview Manor Critical Staffing Shift Premium. *In times of crisis staffing the Lakeview Manor Administrator may institute a shift premium for Lakeview Manor employees who work additional shifts during the designated time period. Employees who pick up an additional 8 hour shift will receive a \$2.50 hourly premium. Employees who pick up an additional 4 hour shift will receive a \$1.25 hourly premium.*

- Section 9 – Vacation, PTO, Funeral Leave, Holidays. 9.01 Vacation Carryover. *b.) ~~In the case of hourly compensated employees at Lakeview Manor, unused vacation will be paid out.~~* (Discontinue 1/1/2017.)

- Section 10 – Leaves of Absence. 10.02 Unpaid Leaves of Absence. *c) Unpaid leaves of absence will not count towards hours for purposes of insurance eligibility.* 10.09 Voluntary Unpaid Leave. *f) Voluntary unpaid leaves of absence will not count towards hours for purposes of insurance eligibility.*

MOTION: Supervisor Murphy moved and Supervisor Federwitz seconded the motion to approve amendments to Section 4, 9 and 10 as listed. Motion carried without a negative vote.

Discussion regarding reorganizations, replacement and recruitment strategies for vacancies.

CLOSED SESSION

MOTION: Supervisor Murphy moved and County Board Chair Koeppen seconded the motion to go into closed session pursuant WI State Statutes 19.85 (1) (c) (f) for the purpose of consideration of

individual employee compensation matter and evaluation of individual employee performance issues.
Roll Call Vote: Barrington, aye; Murphy, aye; Koeppen, aye; Federwitz, aye. 11:40 a.m.

MOTION: Supervisor Federwitz moved and County Board Chair Koeppen seconded the motion to adjourn the meeting in closed session. Roll Call Vote: Barrington, aye; Murphy, aye; Koeppen, aye; Federwitz, aye. 12:05 p.m.

Respectfully Submitted,

Amanda Welch, HR Director