



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courthouse
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TERRI PALM KOSTROSKI
Director - Human Resources

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Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

**Human Resources Department
Monthly Report
September, 2014**

Issues/Items for September, 2014:

- Investigated 3 counts of performance-related concerns and 2 possible HIPAA Privacy Breach. Considered 2 ADAAA work station accommodation requests, 1 potential discrimination based on an employee affiliated with a disability, 2 personal leave extension requests, 1 hostile work environment concern and 1 benefit denial concern.
- Closed Grievance case. Employee did not pursue next step in grievance process.
- Recruited for 3 new positions and received/reviewed 85 applications.
- Processed 8 new hires.
- Processed 10 employee separations.
- Completed and/or reviewed 14 reference checks and 4 education checks on 6 candidates, of which 5 applicants were extended an offer.
- Conducted safety audits at 1 location and a follow up safety audit at 2 locations.
- Completed 6 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
- In process of drafting 2 resolutions/ordinances for October County Board.
- Completed 16 Employee Wage and Health Presentations to 294 employees.
- Continued to work on the on-line employment application program. Testing being completed to ensure supervisors can access released applications on-line.
- Completed two salary surveys of approximately 50 benchmark positions to assist in Kenosha and Eau Clair Counties Classification/Compensation study.
- Completed final budget updates on personnel wages and benefits, incorporating contributions to the County's Section 125b plan.

- Participated in HIPAA Privacy training for HIPAA Coordinators.
- Met with Safety Coordinator to informally provide 3-month performance feedback.

Action Items for October, 2014:

- Educate employees on voluntary benefits (Long Term Disability, Short Term Disability, Vision, etc.)
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Conduct Employee recognition/satisfaction survey.
- Attend random safety audits with Safety Coordinator throughout the County.
- Schedule a recognition event at Highway, Sheriff, Fair grounds and Parks departments.
- Schedule employees and family members to participate in biometric screening on October 16.
- Complete HIPAA training for appropriate staff.
- Schedule Annual Benefits Fair, including additional meetings to explain the Flexible Spending Program and low-deductible plan (if approved at October Board meeting).
- Have “Thank you” cards available for Supervisors to provide to employees who are exceeding expectations.

Respectfully Submitted,



Terri M Palm
Human Resources Director

ORDINANCE NO. 2012-_____

Amend the Civil Service Ordinance to increase the years of service required for promotion to Sergeant

Executive Summary

Currently, to take the examination for promotion to Sergeant, a candidate must have not less than five (5) years of service with the Sheriff's Office. Over the last 30 years, individuals were promoted to Sergeant with an average of 12 years of service with the County and in only one case was an individual promoted with only the five years of experience that is required. In addition, many other comparable supervisory positions within Jefferson County require experience beyond five years.

In consideration of past promotional practices, and in consideration of the internal review of comparable positions, the Civil Service Commission, the Law Enforcement/Emergency Management Committee and the Human Resources Committee recommend requiring at least one additional year of service in order to be promoted to Sergeant.



THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section 6.A.3 of the Civil Service Ordinance shall be amended as follows:

SECTION 6. PROMOTIONS. Promotions and divisional reassignment shall be made according to this ordinance:

A. **Promotion Eligibility.** Those eligible for promotion shall be limited as follows:

3. Sergeant. To take the examination for promotion to Sergeant, a candidate must have not less than ~~five (5)~~ six (6) years of service with the Sheriff's Office.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:
Civil Service Commission
Human Resources Committee
Law Enforcement/Emergency Management Committee

10-14-14

Terri M. Palm: 09-29-14

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

