

Agenda

**Human Resources Committee
Jefferson County Courthouse
320 S Main St, Room 202
Jefferson, WI 53549**

January 17, 2012 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Mary Delany; Craig Peterson, Secretary; Dick Schultz and Lloyd Zastrow, Vice-Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of November 30, 2011 minutes
7. Communications
 - a. Long Term Disability Insurance Renewal letter
 - b. Email from County employee regarding the 2011 one-time payment
8. Request by County Administrator to reclassify the current Custodian I incumbent in Central Services to a Custodian II, with ability to fill future Custodian vacancies as either a Custodian I or II
9. Discussion regarding the procedure and timelines needed for the Human Resources Committee to meet as the grievance committee as designated under the Civil Services Ordinance
10. Review of Civil Service Ordinance changes, specifically the requirements for the Chief Deputy position
11. Consideration and possible action recommending wages and benefits for the constitutional elected official positions of:
 - a. County Clerk
 - b. Register of Deeds
 - c. Treasurer
12. Discussion and possible action approving a policy or ordinance addressing benefits and compensation when:
 - a. A current employee is promoted to a supervisory position
 - b. A current employee changes to a benefited employment status
 - c. A current employee occupies multiple part-time positions
 - d. An employee returns to County employment following a lay-off
13. Review of Ordinance HR0120, Differences for Sworn, Non-represented, Law Enforcement Employees, including changes enacted with 2011 Act 32 and the trial period for patrol sergeants schedule
14. Consideration of an ordinance addressing Progressive Discipline and/or Employment at Will, elimination of HR0510, Employee Discipline, and possible amendment to HR0390, Terminal Pay and HR0560, Rights of Employees, where in conflict with the Progressive Discipline/Employment at Will policy
15. Review and possible action on any or all of Personnel Ordinance sections HR0100s and HR0200s
16. Report from Human Resources Director regarding recent hires starting above the minimum step and/or benefits
17. Set next meeting date and agenda
18. Adjournment

Next scheduled meeting: February 21, 2012 @ 8:30am.

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.