Agenda

Human Resources Committee
Jefferson County Courthouse
320 S Main St, Room 112
Jefferson, WI 53549

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

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder, and Dick Schultz, 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 June 19, 2012 minutes
7. Communications
8. Discussion with Charles Carlson and Katie McCloskey from Carlson Dettmann Consulting to provide a status update on the Classification and Compensation study and possible action giving direction to proceed with the study, including but not limited to defining the County's comparable markets
9. Consideration and possible action to increase the current Data Entry Clerk's hours in the Register of Deeds to full-time
10. Consideration and possible action amending Personnel Ordinance HR0490, Voluntary Vacation Donation to allow employees to donate to a specific employee
11. Discussion of 2013 Wisconsin Retirement System Contribution Rates
12. Set next meeting date and agenda
13. Adjournment

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

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.

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 19, 2012 @ 8:30am
Jefferson County Courthouse, Room 112

Item #6

1. Call to Order. Meeting called to order at 8:30am by J. Braughler.

2. Roll Call. Present: J. Braughler, P. Rogers, J. Schroeder and D. Schultz. G. David, arriving at 8:33am. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, C. Robinson, C. Carlson (Carlson Dettmann Consulting) and K. McCloskey (Carlson Dettmann Consulting).

3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.

4. Review of Agenda. No changes noted on the agenda. May address out of order to accommodate department schedules.

5. Citizen Comments. None.

6. Approval of minutes. Motion by P. Rogers, second by D. Schultz, to approve the June 5, 2012 minutes, as presented. Motion carried 5:0.

7. Communications. None.

8. Charlie Carlson and Katie McCloskey from Carlson Dettmann Consulting met with the Committee to start discussion of the process of completing the upcoming countywide classification and compensation study. Issues included: expectations as a Committee; regular feedback and updates; decisions to be made including what markets to compare to, where the County wants to position itself in that market, and hw to maintain have pay progression in the future. Communication will be essential, including orientation sessions scheduled last week of June, workshops on how plan was developed, a question/answer format for employees; looking at demographics and what succession planning may look like. Carlson Dettmann will return to the next HR Committee meeting and provide more information on possible comparable market(s) and employers.

9. Motion by P. Rogers, second by G. David, to recommend, as part of the 2013 budget process, the creation and $10,000 funding for a General Clerical LTE, contingent on obtaining the $100,000 Civil Gideon Grant. Motion carried 5:0.

10. Motion by J. Schroeder, second by D. Schultz, to recommend to Board to create a full-time General Deputy Clerk II position and eliminate a full-time Lead Deputy Clerk position in the Clerk of Courts. Motion carried, 5:0.

11. Motion by D. Schultz, second by G. David, to clarify that the exclusion of protective services employees from the recommended 2% payment (made at the June 5 HR meeting) means exclusion of Sworn personnel, both represented and non-represented. Motion carried 5:0.

Note: P. Rogers excused at 9:29am.

12. Motion by D. Schultz, second by J. Schroeder, to recommend the personnel ordinance regarding political activity as drafted, with an amendment to include County Board Supervisors in the definition of "elected official". Motion carried, 4:0.

13. Motion by D. Schultz, second by J. Schroeder, to recommend changing the dependent age requirements for Dental insurance to be consistent with the age requirements established for the County's health insurance. Motion carried, 4:0.

14. Next meeting date July 17, 2012, 8:30am, to include a presentation by Carlson Dettmann Consulting, and update of the need for a safety/risk management program, and Section HR0500 of the Personnel Ordinance.

15. Motion by D. Schultz, second by G. David, to adjourn. Meeting adjourned at 9:47am.

_____ _____

Human Resources Committee Secretary Date

NEW POSITION COVER FORM

Item #9

This is a request for a new position.

Cost $4896.12 wage of 9/1/12 $5083.84 Health Start $9979.96

Department/Facility: Register of Deeds

Subdepartment/Unit: _____

Proposed Job Title: Data Entry Clerk

Requested by: Staci M Hoffman

Please provide a brief summary of the purpose and duties of the new position.
This is not a new position, but a change request. I would like to see this position full-time; currently it is less than part time. The work load has picked up this year as the housing market has started to rise, we have processed almost 2,000 more documents so far this year than we did last year and revenues have increased. The position will also work on a redaction project mandated by the state. It takes a qualified person to wait on customers, take phone calls and do the data entry; this is not something that you can do without a lot of training. I have spent a year and a half training the last person and she was just getting the hang of things and then left as soon as she was able to get a full time position. This is costly and very inefficient for the office.

What are the consequences if this position is not approved?
I would like to see the person that we just hired stay in this position; we spent a lot of time choosing the right person for this job. The current hire is very qualified and I would like to make sure that she stays. In the past 5 years we have had 3 different people in this position, all left for more benefits or pay. There is a lot of training involved in teaching the necessary qualifications to perform the tasks involved. Thus the consequences would be the cost of continuing to hire a new person every time an available full time position opens elsewhere in the county, spending countless months and dollars on training over and over again.

How would this position be funded? Our department has a revenue surplus each year as we are one of two departments that make more money than we spend leaving surplus funds. I would ask that we are able to use some of the surplus funds to cover this expense. For the next two years we have additional funds from the redaction fees, which are to be used only for redaction, , to help cover the costs of the project and if allowed by the county we could use the surplus from redacting to cover costs for a few additional years. Business unit 1002

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.
The current position will remain the same with the same duties; we will be able to use her more to do daily functions that I currently need to do to keep the flow of paperwork moving, thus giving me more time to do supervisory duties and helping us to complete the redaction project as mandated.

Item #10

HR0490 **VOLUNTARY VACATION DONATION.** Under the Voluntary Vacation Donation program, a Vacation Leave Bank is available to provide additional paid days for employees who have exhausted all accumulated sick, vacation, random, compensatory time and banked holidays and who are, or who have a member of their immediate family who is, experiencing a life-threatening or catastrophic illness or injury or the employee is experiencing some other catastrophic life event. Immediate family member is defined, for this purpose, according to FMLA regulations. Donation and Recipient requests can be made through the Human Resources Department.

A. Donation Procedure:

An employee may voluntarily transfer accrued vacation time to either a pool, to be used by any qualifying County employee, or to a designated pool, to be used by an employee who has made known his or her request. Any hours donated for a specific employee, but not used, shall roll-over to the general pool. On an annual basis, the maximum amount of leave an employee may contribute is five (5) days. ~~three (3) days, and donations must be in one-day increments (no partial days).~~

In order to establish participation in the pool the donating employee must have accrued enough leave days in order to retain a minimum balance of five (5) days for personal use. ~~Thus the donating employee must have accrued a minimum of eight (8) days of vacation.~~

~~Any unused days that would be forfeited at the end of the year will not be allowed for donation. Therefore, no donations will be accepted from December 20 through the end of the calendar year. (Am. Ord. 2006-35, 2/14/06)~~

Any employee who wishes to transfer vacation days must sign a statement indicating the number of days to be transferred and if the donated hours should be added to the general pool or a designated employee. No transfer of funds will occur, but the contributing employee's leave balance will be reduced by the number of days contributed. The donation of vacation hours will be irrevocable.

Donations are not tax deductible, and donor identity will remain strictly confidential, unless otherwise authorized by the donor.

B. Recipient Eligibility Criteria:

To be eligible to receive leave from the pool, an employee must be experiencing a catastrophic illness or injury (either the employee or an immediate family member), or other catestrophic life event, which is expected to continue ~~for at least two biweekly payroll periods~~ following exhaustion of all accrued sick, vacation, random, compensatory time and banked holidays. Employees will not be eligible if receiving workers compensation or any other disability payments, such as Wisconsin Retirement.

The employee or a designee may apply for pool leave at least five (5) days before exhausting all accrued balances. A request form must be completed, and submitted to the County Human Resources ~~Manager~~ Director, with justification (physician's statement) for the request and the estimated number of days needed from the pool. The physician's statement must include the beginning date of the condition, a description of the illness or injury, and a prognosis for recovery. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. Jefferson County will comply with this law by informing healthcare providers responding to requests for medical information to not provide genetic information. Genetic information, as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. (Am. Ord 2010-25, 02-08-11)

The employee must have been employed at a status with benefits for a minimum of six months. An employee may apply for donated vacation leave ~~from the pool~~ only once per calendar year and only from either the general pool or from designated donations.

- the maximum number of hours an employee may receive from the general pool is ~~120 annually (three weeks)~~ or one-third of the balance in the pool~~, whichever is less~~.

- Any hours not used from either the general or specific pool will be returned back to the **general** pool only
- In any pay period, recipients may use donated hours only up to their ~~regular~~ normal scheduled hours of work**.**

~~Applicants may not solicit others for donated hours and applicant requests will be strictly confidential~~.

Employees who use leave from the pool are not required to pay it back. Any balance of days approved but not required for the illness will remain the property of the general vacation leave pool. The estate of a deceased employee is not entitled to payment for unused pool leave and any balance will also remain the property of the vacation leave pool.

~~Recipient employees are deemed to be in leave without pay status for attendance and leave purposes while charging donated leave credits.~~

C. Administrative Issues:

Participation in the program, for donors and recipients, is entirely voluntary and will remain strictly confidential. If an employee applies for a designated pool leave, the Human Resources Director will notify all County employees via the County email system of the employee's name, the amount of hours requested and any information the employee desires to publicly share.

A life-threatening or catastrophic injury or illness is a serious debilitating illness or injury which incapacitates the employee, or a member of the employee's immediate family, and which creates a financial hardship because the employee has exhausted all eligible leave. A catastrophic life-event is an occurrence that causes detrimental life-changing consequences to the employee's emotional, physical or mental state of health. Employees who need to work a reduced schedule because of a catastrophic injury, illness or life-event will be granted donations on an individual basis, taking into consideration a number of factors such as the prognosis of the condition, the expected duration of the condition, the ability of the employee to continue to accrue sick and vacation time, the ability to maintain health insurance benefits, and any other factor that may contribute to creating an undue hardship for the employee.

~~No donations may be made from December 20 through the end of the current pay plan year. (Am. Ord. 2005-30, 11/8/05)~~

All accepted requests are contingent on the approval of the leave itself by the employee's supervisor, unless leave is otherwise mandated by state and/or federal law.

On a case-by-case basis, the County Human Resources ~~Manager~~ Director is responsible for verifying medical and other documentation, reviewing eligibility requirements, approving and processing donations, confirming employee acceptance of donations and transferring credits within five (5) working days after written receipt of the application. The amount, if any, of pool leave granted for each catastrophic illness or injury will be determined by the County Human Resources ~~Manager~~ Director.

An employee may appeal the County Human Resources ~~Manager~~ Director's determination to the Human Resources Committee. The Human Resources Committee's decision is final. Application for leave is acceptance of the terms of this policy.

The Human Resources Committee is authorized to make administrative changes as necessary to successfully administer this policy. (Am. Ord. 2005-13, 8/09/05)

Item #11

Wisconsin Department of Employee Trust Funds

etf

All WRS Employers
Vol. 29, No. 6, June 29, 2012

Employer Bulletin

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 http://etf.wi.gov

2013 Wisconsin Retirement System Contribution Rates

The Department of Employee Trust Funds (ETF) typically announces the Wisconsin Retirement System (WRS) contribution rates for the following year in June. ETF's governing board usually reviews and approves the WRS contribution rates that are prepared and recommended by the Board's independent consulting actuary at the Board's June meeting. ETF then announces the rates as soon as possible, so WRS employers have ample time to work on operating budgets for the next calendar year.

2012 is different than past years. On Thursday, June 21, 2012 the Board's actuary presented a range of possible 2013 WRS normal cost contribution rates for each of the WRS employment categories (generals, elected/executive officials and judges, protectives with Social Security and protectives without Social Security). However, 2013 finalized rates will not be available until ETF receives all the necessary information from employers for 2011. This information is necessary in order for the consulting actuary to accurately determine calendar year 2013 contribution rates.

The rates presented on the following page are projections subject to change pending the final actuarial valuation. It is possible that the final approved rates could fall outside of these ranges. ETF understands the importance these rates play in establishing your operating budgets for the following year. Therefore, we asked the actuary to develop this range of possible rates to give you some direction as you work on your budget.

The projected rates include only the normal cost component of the WRS. Rates for any employer-specific unfunded accrued actuarial liability (UAAL), duty disability insurance rates for employers with protective occupation employees, and the accumulated sick leave program (state agencies and employers treated as state agencies under Chapter 40 of the statutes) are not included in the projected rates.

UAAL rates for each employer will continue unchanged unless that employer pays the balance prior to the end of calendar year 2012. The duty disability contribution rate structure is not expected to change, although individual employer rates could change depending upon claim history and other actuarial factors. Contribution rates for the accumulated sick leave program (state agencies only) are anticipated to increase. These rates will be announced at the same time the final WRS contribution rates are determined.

Again, keep in mind, ***neither of the tables include sick leave rates (state agencies only), disability rates or unfunded liability balances. The rates listed are for the normal retirement cost contributions only.***

2012 WRS Contribution Rates (current year)

Category	Employer Rate	Employee Rate	Total 2012 WRS Rate
General Category	5.9%	5.9%	11.8%
Elected, Executive & Judge	7.05%	7.05%	14.1%
Protectives with Social Security	9.0%	5.9%	14.9%
Protectives without Social Security	11.3%	5.9%	17.2%

The Range of Possible WRS Contribution Rates for 2013

Category	Employer-possible 2013 rate:	Employee-possible 2013 rate:	Total 2013 possible WRS rate
General Category	6.4-6.85%	6.4-6.85%	12.8-13.7%
Elected, Executive & Judge	6.9-7.4%	6.9-7.4%	13.8-14.8%
Protectives with Social Security	9.2-9.65%	6.4-6.85%	15.6-16.5%
Protectives without Social Security	11.5-12.45%	6.4-6.85%	17.9-19.3%

Why are Finalized Contribution Rates Late this Year?

2011 Wisconsin Acts10 and 32 made changes to WRS benefits, contribution rates and the allocation of these contributions to WRS member accounts. The changes took effect mid-year, requiring the development of a reporting mechanism to distinguish between pre- and post- rate change earnings for 2011. WRS employers and ETF continue to work on compiling and reconciling this information.

As of this writing, all WRS employers have submitted the pre-Act 10 earnings and most of the information has been verified by ETF. Roughly 75% of the 1,481 employers have submitted post-Act 10 hours and earnings for employees, and ETF has verified the information for the majority of those employers. ETF continues to work closely with the employers that have submitted the information, but haven't had their information verified yet.

NOTE: The approximately 300 employers that have not submitted post-Act 10 hours and earnings must submit the information through our online network as soon as possible. ETF cannot provide services such as 2013 WRS contribution rates and employee Statement of Benefits, which provide account balance information, until all employers submit this information.

Why are the Rates Increasing?

There are many complex factors that affect WRS contribution rates, such as investment performance, legislative adjustments to benefit levels, demographics, etc. It is important to remember, WRS assets are smoothed over the course of five years to prevent large swings in WRS contribution rates. As a result, the investment declines from the 2008 global economic crisis will affect rates through 2014 (2009 was the first year the rates felt the negative effects of 2008).

For more information about the reasons for the anticipated rate increase, the actuary's full presentation is available on ETF's Internet site at:

http://etf.wi.gov/boards/agenda-items-2012/etf06212012/ji/item-3a.pdf

In most cases, 2011 Wisconsin Acts 10 and 32 prohibited WRS employers from paying the employee required portion of the WRS contribution. As a result, the likely 2013 rate increase will be split equally between the employee and employer for general employees, executives, elected officials and judges. 2011 Wisconsin Act 10 requires that the employee required contribution for protective occupation employees be equal to the amount of general employees.

How Does the WRS Compare?

- The WRS is one of the best funded public retirement plans in the nation due to the discipline of employers and employees in paying the necessary contributions. Therefore, we are able to pay the benefits that have been promised to your employees.
- Over the long-term, approximately 75% of the revenue for your employee's retirement benefit comes from investment earnings; the remainder comes from employee and employer contributions.
- Overall, Wisconsin's retirement contribution rates continue to be lower than most states.

Please visit http://etf.wi.gov for more information about ETF or the WRS.

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Wisconsin Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; etf.wi.gov.

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Manitowoc
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Washington
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Calumet
Eau Claire
Portage
LaCrosse
Columbia

Additional Contiguous Counties For Discussion

Dane
Waukesha

CARLSON
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Municipalities

City of Brookfield
City of Deerfield
City of Fort Atkinson
City of Janesville
City of Jefferson
City of Lake Mills
City of Oconomowoc
City of Pewaukee
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Published Data

Bureau of Labor Statistics
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