

Agenda

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

February 3, 2009, 8:30 a.m.

Committee Members: Sharon Schmeling, Chairman, James Braughler; Carol Knox; Julie Nelson, Vice Chairman; and Lloyd Zastrow, Secretary

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 December 16, 2008 minutes
7. UW Extension requests
 - a. Elimination of State intern position and creation of County Intern position
8. Review of Personnel Ordinance HR0325, Applicable Pay Rates Following Promotion, and consideration of establishing a policy for compensation for employees in interim or acting positions
9. Review of Personnel Ordinance HR0250, Exempt Service and HR0360, Hours of Work, Overtime, and Compensatory Time, and updating exempt positions and positions eligible for Random hours
10. Review of Personnel Ordinance HR0430, Family Medical Leave Act Policy, and possible action amending to conform to new regulations
11. Review of Personnel Ordinance HR0450, Leave of Absence without Pay, and update of continuation of health benefits in accordance with the State Health Plan
12. Consideration of extending minimum hour requirement and fringe benefits for Limited Term position for Communications Operator position in the Sheriff's department
13. Consideration of providing an option for vacation payout for union employees at Countryside
14. Recognition of employees retiring from Jefferson County service
15. Report from Human Resources Director
 - a. Vacant Position requests
 - b. Emergency Help requests
 - c. Human Resource acronym listing
 - d. Summary of vacation carryover from 2008 into 2009
16. Educational report from Corporation Counsel with an overview of union contracts, deadlines and the bargaining process in general
17. Discuss tentative future agenda items and review future meeting schedule
18. Adjourn

Next scheduled meeting: February 17, 2009 @ 8:30a.m, March 17, 2009 @ 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.