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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

October 25, 2012  
9:00 a.m.

Present: Raymond Heidtke, Michael Miller, Dennis Myers, Peter Sorce, and Michael Weston.

Also Present: Administrative Coordinator Doug Johnson, Clerk of Circuit of Courts Theresa Russell, County Attorney Kim Nass, County Board Chairperson Herbert Tennies, Chief Deputy County Clerk Linda Doro, Finance Director Susan Haag, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Employee Benefits Specialist Mary Lynn Christian, Payroll Supervisor Sandy Vorpahl, Purchasing Agent Bill Kurer, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Sheriff Captain Steve Gonwa, and Sheriff Captain Shirley Miller.

Chairperson Sorce called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

**CLOSED SESSION**

*Appearance: Nancy Pirkey*

Moved by Mr. Myers, seconded by Mr. Weston to convene into Closed Session at 9:01 a.m. pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically "to discuss the Deputy Sheriff contract, and to formulate bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll call vote.

**OPEN SESSION**

Moved by Mr. Heidtke, seconded by Mr. Myers to return to Open Session at 9:44 a.m. Motion carried unanimously by roll call vote.

**POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION**

Moved by Mr. Heidtke, seconded by Mr. Myers to give authority to Attorney Pirkey to proceed with the direction given by the Committee in closed session. Motion carried unanimously by roll call vote.

**MINUTES**

Moved by Mr. Weston, seconded by Mr. Myers to approve the minutes of September 17, 2012, as presented. Motion carried.

**DISCUSSION AND APPROVAL ON PAY PLAN APPEALS PROCESS AND TIMELINE**

Mr. German discussed different approaches to the release of information to those employees who are appealing. Mr. German is recommending an employee have access to only their own JDQ point score and the Administrative Services Committee concurred with Mr. German's recommendation.

1 Mr. German reviewed the appeal process and tentative timeline. On October 29, 2012, he will be  
2 meeting with Department Heads to discuss the appeal process and clarify questions on the overall  
3 pay plan. From October 29, to November 1, 2012, employees may request appeal forms and JDQ  
4 scores from Human Resources, and the appeal form and JDQ score requests are due back to  
5 Human Resources by 1:00 p.m. on November 1, 2012. Human Resources will send all appeal  
6 requests to Carlson Dettman on November 1, 2012, and distribute the individual JDQ point  
7 scoring data on November 2, 2012. All appeals are due to Human Resources by November 14,  
8 2012. On November 15, 2012, Administrative Services Committee will receive a progress report  
9 on the number of appeals and determine how many meetings are needed for the appeal process.  
10 The Administrative Services Committee will tentatively review appeals on December 10, 2012,  
11 January 10, January 24, and January 31, 2013. The final meeting for the appeal process and final  
12 recommendations is January 31, 2013. The approval of changes to grade order list will be  
13 presented to the County Board on February 12, 2013, and implemented into the pay plan on March  
14 1, 2013.

#### 15 **DISCUSSION ON CONSIDERATION OF PAID TIME OFF (PTO) FOR 2014**

16 Mr. German discussed a comprehensive study of PTO and presented a tentative timeline. A major  
17 concern of Washington County employees with regard to PTO is losing their existing sick leave.  
18 Mr. German reported he will be working with the Finance Department to look at the liability of  
19 taking the existing sick hour banks and preserving them for Washington County employees.

#### 20 **REVIEW AND SET DEFINITION FOR ELIGIBILITY TO EARN OVERTIME PAY FOR 21 NON-EXEMPT EMPLOYEES**

22 Mr. German discussed maintaining the current policy regarding eligibility to earn overtime pay for  
23 non-exempt employees or move forward to a stricter policy based on FLSA guidelines and remove  
24 vacation and holiday as part of the 40-hour calculation for overtime for non-exempt employees.  
25 The Administrative Services Committee requested a comparison from private business regarding  
26 eligibility to earn overtime pay and the ramifications to employees if Washington County went  
27 more restrictive on the eligibility for overtime pay.  
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#### 31 **REVIEW AND ACTION ON WORK FROM HOME IN ADDITION TO REGULAR 32 HOURS FOR EXEMPT EMPLOYEES**

33 Mr. German presented a policy regarding work from home in addition to regular hours for exempt  
34 employees. He is recommending the current "Work At Home" section in the employee handbook  
35 be eliminated, and the proposed policy be incorporated under the "Hours of Work" section in the  
36 employee handbook. Moved by Mr. Miller, seconded by Mr. Heidtke to approve the policy on  
37 work from home in addition to regular hours for exempt employees as presented, incorporate this  
38 policy in the "Hours of Work" section in the employee handbook, and eliminate the "Work At  
39 Home" section in the employee handbook. Motion carried.  
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#### 41 **HUMAN RESOURCES DIRECTOR'S UPDATE**

##### 42 Commendation Resolutions

43 Moved by Mr. Heidtke, seconded by Mr. Miller to approve the commendation resolution for  
44 Eugene Mueller, who has 26 years of service and is retiring from his position of Laborer/  
45 Operator/Patrol Person at the Highway Department. Motion carried.  
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1 Employee Relations Activities

2 No report.

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4 **NEXT TENTATIVE MEETING DATE**

5 The Administrative Services Committee will tentatively meeting on Thursday, November 15,  
6 2012, at 9:00 a.m.

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8 **ADJOURNMENT**

9 Moved by Mr. Weston, seconded by Mr. Heidtke to adjourn the meeting at 10:50 a.m. Motion  
10 carried.

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Brenda J. Jaszewski, County Clerk