

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: Scott Toot
DATE/TIME: March 4, 2019 @ 9:00 a.m.

PRESENT:

<input checked="" type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> Melisa Hammer	<input checked="" type="checkbox"/> Steve Keeffer
<input checked="" type="checkbox"/> John Lang	<input checked="" type="checkbox"/> Bruce Habel	<input checked="" type="checkbox"/> Eric Tison
<input checked="" type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> Joe Kratcha	<input checked="" type="checkbox"/> Craig Ketelsen
<input checked="" type="checkbox"/> Don Hill	<input checked="" type="checkbox"/> Angie Kaiser	<input checked="" type="checkbox"/> Kathy Phillips
<input checked="" type="checkbox"/> Dan Reimer	<input checked="" type="checkbox"/> Donna Berlage	<input checked="" type="checkbox"/> Shannon Diehl

Others:

Scott Toot called the meeting to order at 9:00 a.m. Roll call, a quorum was present.

1. **John Lang made a motion to approve the minutes from the January 10, 2019 Personnel Review Committee meeting. Seconded by Bruce Habel and motion passed.**
2. **Citizens' Comments**
3. **Unfinished Business**
4. **New Business**

- a) **Review, discussion and possible action on the Jo Daviess County Performance Management/Performance Evaluations/ Employee Merit Pay Policy.** Dan Reimer discussed that during this year's employee performance evaluation process three County departments had employees who were hired or promoted after August 1, 2018 and were not eligible for a pay increase until December 1, 2019 per the JDC Performance Management/Performance Evaluations/Employee Merit Pay Policy P2019-2. The policy currently states that new hire employees or former employees who have been rehired or employees promoted/voluntarily demoted to a new pay grade level shall be eligible for a step increase or merit pay increase provided they have: 1) successfully completed their trial or probationary period and certified to regular employment status (normal probationary period is (6) months from the employee's date of hire, rehire or promotion) and 2) a hire date or promotion/voluntary demotion date between December 1 and May 31 of the year prior to the year of the effective date of the pay increase. John Hay discussed that his department is one of the departments affected by the policy and asked that it be discussed by the Committee. Hay discussed the policy and one of the issues is a current employee who switches departments or who is promoted. An employee promoted the first week of September currently does not qualify for a pay increase until the following year. The policy currently does not address reclassifications. The Committee discussed the six month probationary period. Steve Allendorf discussed that he would like to see an across the board six month probationary period for all employees including new hire employees and employees who are promoted or change departments. The Committee discussed an amendment to the policy: 3) if hire date, promotion date or voluntary demotion date is between June 1 and November 30, employee shall be eligible for a step or merit pay increase if and when the employee successfully completes their trial or probationary period, effective date of pay increase shall be the day the employee successfully completes the trial or probationary period, but not sooner than six (6) months from the employee's hire date, promotion date, or voluntary demotion date. **Steve Keeffer made a motion to amend Section 2Cf of the Jo Daviess County Performance Management/Performance**

Evaluations/Employee Merit Pay Policy P2019-2 as written. Seconded by Scott Toot, motion passed 15-0. The committee discussed if the policy should be retroactive. **John Lang made a motion that the new amendment to Policy P2019-2 does not apply retroactively, Seconded by Melisa Hammer, motion passed 14-1.** Craig Ketelsen notified the committee that the Sheriff's Department has decided to withdraw from the JDC Employee Handbook and adopt their own handbook which for the most part will mirror the JDC Employee Handbook. The Carlson Dettmann Compensation Plan will be adopted with the new handbook.

5. **Establish future meeting date** – the Committee discussed that future meeting dates would be scheduled as needed.
6. **Citizens' Comments**
7. **Adjourn**
Melisa Hammer made a motion to adjourn at 9:51 a.m., seconded by Bruce Habel and motion passed.