

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON:
DATE/TIME: March 1, 2018 @ 2:04 p.m.

PRESENT:

<input type="checkbox"/> RJ Winkelhake	<input type="checkbox"/> Bruce Habel	<input checked="" type="checkbox"/> Sharon Wand
<input type="checkbox"/> Brandon Behlke	<input checked="" type="checkbox"/> Joe Kratcha	<input checked="" type="checkbox"/> Eric Tison
<input checked="" type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> Jean Dimke	<input type="checkbox"/> Craig Ketelsen
<input checked="" type="checkbox"/> Bill Bingham	<input checked="" type="checkbox"/> Angie Kaiser	<input checked="" type="checkbox"/> Donna Berlage
<input checked="" type="checkbox"/> Dan Reimer	<input checked="" type="checkbox"/> Steve Keeffer	
<input checked="" type="checkbox"/> Melisa Hammer	<input checked="" type="checkbox"/> John Lang	

Others:

Bill Bingham called the meeting to order at 2:04 p.m. Roll call, a quorum was present.

1. **John Lang made a motion to approve the minutes from the January 11, 2018 Personnel Review Committee meeting. Seconded by Jean Dimke and motion passed.**
2. **Citizens' Comments**
3. **New Business**
 - a) **Continue review of the Jo Daviess County Position Classification and Compensation System Plan.** Dan Reimer briefly reviewed the minutes from the January 11, 2018 meeting and the motion that was approved that Department Heads review the New Position Classification Reclassification Review Policy and the Performance Management Performance Evaluations Merit Pay Policy and forward any recommendations to Angie Kaiser and Dan Reimer. Reimer discussed that any recommendations were incorporated into the draft documents prepared for today's meeting.
 - b) **Review, discussion and possible action on the Jo Daviess County Performance Management/Performance Evaluations/Employee Merit Pay Policy.** Reimer reviewed several suggested revisions to the policy. Reimer discussed that Resolution R2017-57 removed the Health Department from this policy and any references to the Health Department or Board of Health were highlighted to be removed. Section C. e. under Promotion/Demotion/Transfer/Reclassification the first two sentences were revised to read: Employees that are promoted from/to an existing position or who have had their position reclassified to a higher pay grade will move to the new pay grade level and to the step that affords a pay increase of at least \$0.50 per hour in the hourly rate of pay, effective on date of promotion or reclassification. If an employee is in merit pay for their grade and they are promoted or reclassified to a higher grade and their current pay still falls in merit pay for the new higher grade the employee shall receive an increase in pay of either \$0.50 per hour or 2.0% which ever method results in a higher pay increase, effective on date of promotion or reclassification. The committee discussed that under the current policy there is a lack of reward associated with an approved reclassification request. Since the policy was adopted there are multiple instances in which a position was reclassified to higher pay grade and the resulting pay increase was less than 10 cents per hour. In another instance an employee who was in merit pay was reclassified to a higher pay grade and stayed in merit pay in the new pay grade, but the employee did not receive a pay increase because the policy did not address it. The Committee reviewed the pay grade structure schedule and possible scenarios if the policy is revised as discussed.

A new paragraph f. entitled New Hire Employees/Former Employees Rehired was designated. The language in paragraph f. was transferred from paragraph e. for clarification purposes, no new language was added. A new paragraph g. was added, entitled New Hire Employees. Language for this paragraph was taken from the JDC Employee Handbook as follows: New hire employees entering County service will start their employment at the minimum hourly rate or minimum salary rate provided in the County's pay grade schedule for their job classification. Advanced step hiring shall only be done with approval of the County Board. For the County Board to consider a new employee for hiring at an advanced step the hiring Department must submit a request to the Jo Daviess County Executive Committee. The request should describe the reasons for hiring the new employee at an advanced step. The Committee will consider the request and make a recommendation to the County Board. The Committee discussed the current advance step hire process. John Lang asked if it is possible to submit a request to the Executive Committee ahead of time. Kaiser commented that the advanced step option is for when you have a candidate who has a lot of experience for the position or coming from a different department, so you really don't know until you are in the hiring process. Steve Allendorf discussed lateral transfer. Joe Kratcha discussed that in the past he has had difficulty getting people to apply because of a low starting wage. Steve Keeffer discussed that you should not have to use advance step hire if the position is classified correctly, there is a difference between a recent graduate and a candidate with advanced experience. The consensus of the committee was to leave the advance step hire policy as is. Reimer reviewed a chart that indicated approximately 60% of current non-union employees have reached Step 6 or merit pay in the pay grade schedule. The committee reviewed the merit pay schedule and suggested revisions including the exceptional rating. **Angie Kaiser made a motion to forward to the Executive Committee the Jo Daviess County Performance Management/Performance Evaluations/Employee Merit Pay Policy as discussed and revised. Seconded by Sharon Wand and motion passed 12-0.**

- c) **Review, discussion and possible action on the Jo Daviess County New Position Classification/Reclassification review Process.** Kaiser reviewed suggested revisions to the New Position/Reclassification Review Policy. Reference to the Board of Health was removed, a provision was added for internal review by the Personnel Review Committee of any new classification or re-classification request before going to Carlson Dettmann and a periodic review of exempt and non-exempt positions. Kaiser discussed fair and equitable treatment of employees and suggested the following paragraph be added: Internal Review- After review and verification by the Department Head and the County Administrator, all classification and reclassification requests shall be submitted by the Department Head to the Personnel Review Committee for review and verification or comment on the accuracy of the request prior to being sent to Carlson Dettmann Consulting LLC for evaluation. The Personnel Review Committee will periodically review FLSA classification of positions to determine accuracy relative to exempt and non-exempt status. The Committee discussed reasons for internal review. Jean Dimke discussed the importance of integrity and being honest and to work together as department heads and as elected officials and try to keep things fair and equitable. Steve Allendorf suggested that department heads and elected officials have an open discussion on some of the issues and be given an opportunity to makes changes and work out the issues. The committee discussed various perceived inequities including work schedules and hours worked. **John Lang made a motion to forward to the Executive Committee**

the Jo Daviess County New Position Classification/Reclassification Review Policy as discussed/revised. Seconded by Jean Dimke and motion passed 12-0.

- d) Review, discussion and possible action on other items including procedures, forms and documents associated with the JDC Position Classification System Plan.**

- 4. Establish future meeting date** – the next Personnel Review Committee meeting was scheduled for Friday, March 16, 2018 @ 9:00 a.m.

- 5. Citizens' Comments**

- 6. Adjourn**
Donna Berlage made a motion to adjourn at 3:40 p.m., seconded by Sharon Wand and motion passed.