

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 2:30 p.m. on Wednesday, December 28 in the Courthouse Conference Room #2, 330 Court Street, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

**Personnel Committee Members Present:** Chair Linda L. Thorpe, Emil Bakka, Bob Egan, and Jim Behling.

**Personnel Committee Member Absent:** Sig Hjermvick.

**Others Present:** Steve Favorite, Janna Kahl, Martha Milanowski, Ken Anderson, Marcus Nesemann.

**Approve Agenda:** Motion by E. Bakka, second by B. Egan to approve the agenda to be discussed in any order of the Chair. All voting aye, carried.

**Approve Bills:** Motion by B. Egan, seconded by E. Bakka to approve the payment of bills from the December 21 meeting. All voting aye, carried.

**Approve Minutes:** Motion by J. Behling, seconded by E. Bakka, to approve the December 21, 2011 minutes. J. Kahl to update that S. Favorite left the meeting at approximately 11:30 am (following the Highway Commissioner Update), and J. Kahl to remove a grammatical error on page 2. All voting aye, carried.

**Collective Bargaining Agreement Expiration/Work Rules:** J. Kahl and M. Milanowski presented the Memorandum re: Work Rules for Post-Contract Expiration. The following changes will be made to the document:

- Job Posting: Any job posting shall be posted for 5 working days (as opposed to 1 week). In addition, the job posting may be done concurrently with external job advertisements.
- FLSA OT Computation: All paid leave shall not be counted towards hours worked for overtime purposes.
- Compensatory Time Off: Employees shall be prohibited from earning and accruing compensatory time off. Provided that minimum staffing levels are met, employees may use compensatory time now held in their bank by February 29, 2012. Any compensatory time not used by February 29, 2012 will be paid out with the regular payroll by March 30, 2012.
- Absences: No changes, but will add that Department Heads shall inform a member of their office of any unplanned absence.

Motion by S. Favorite, seconded by J. Behling to approve the Memorandum re: Work Rules for Post-Contract Expiration, with the above referenced amendments. All voting aye, carried.

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**Letters and Communications:** J. Kahl informed the Committee that a memo was distributed to all employees on the December 29, 2011 payroll formally communicating the policy prohibiting employees from carrying a concealed weapon while conducting work-related business.

**Future meeting dates:** January 6 at 10:00 am and January 25 at 9:00 am.

**Adjournment:** L. Thorpe announced there is no further business to discuss and the meeting stands adjourned the meeting at 3:30 pm.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or committee.

Respectfully submitted by: Janna Kahl, Human Resources Manager