

Chair Jim Behling called to order the meeting of the Transition Committee at 4:10 p.m. on Wednesday, November 30 in the County Board Conference Rooms #1,2,3 at the Vilas County Courthouse, 330 Court Street, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

Transition Committee Members Present: Chair Jim Behling, Linda Thorpe, Emil Bakka, Bob Egan. Erv Teichmiller joined the meeting at 4:10 pm, Sig Hjemvick joined the meeting at 4:30 pm.

Committee Member Absent: Ed Bluthardt

Others Present: Janna Kahl, Andy Phillips, Ken Anderson, and 40+ Vilas County employees.

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

Approve Minutes: Motion by B. Egan, second by E. Bakka to approve the October 27, 2011 minutes. J. Kahl needs to change "Personnel Committee" to "Transition Committee" in one location, and needs to add the Committee members absent (L. Thorpe, and E. Bluthardt). All voting aye, carried.

Interim Work Rules: The outline of the interim work rules was discussed. The non-represented handbook, Courthouse contract, Highway contract, and Social Services contract were compared side-by-side, and a general consensus was reached on each individual section for how the wording should appear in the forthcoming interim work rules, as follows:

- J. Kahl will formulate an introductory statement for the Committee to approve at a later meeting date.
- An employee's residence from his/her work location must be reasonable, and for the duration of his/her length of employment.
- A terminated introductory employee may request a written explanation for the reason of his/her termination.
- During the introductory period, an employee shall be compensated at 85% of his/her established wage.
- J. Kahl to include a brief statement in regards to seniority for Committee approval.
- At management's discretion, vacant positions shall be posted internally and/or externally.
- There shall be no introductory period for an employee who transfers into a new position.
- Sick leave may be taken in minimum ½ hour increments.
- After 15 years of service, the cash equivalent of 60 sick days shall be paid to a terminating/retiring employee. After 20 years of service, a terminating/retiring employee shall receive the cash value of all of their sick days.
- An employee need not attend a funeral to be granted funeral leave; however the funeral leave must be taken within 7 calendar days of the burial event.

Page 2 of 3

- The current funeral leave guidelines will remain intact. An employee may take 1 day of sick leave to attend the funeral of an aunt, uncle, niece, or nephew of the employee or his/her spouse. In addition, the Department Head has discretion in allowing sick leave to be used for other special relationships between the employee and the decedent.
- An employee who is not scheduled to work on a holiday shall receive his/her straight time x the number of hours he/she otherwise would have worked that day in computing the holiday pay.
- An employee working an intermittent schedule will have his/her hours prorated based upon the number of hours worked (if the employee was otherwise scheduled to work on the holiday).
- **Motion** by E. Teichmiller, seconded by E. Bakka, to consider all paid time off as hours worked for purposes of calculating overtime. Two voting aye (E. Teichmiller, E. Bakka); Four voting opposed (L. Thorpe, J. Behling, S. Hjemvick, B. Egan). Motion fails.
- **Motion** by S. Hjemvick, seconded by B. Egan, to consider paid holiday hours as hours worked for purposes of calculating overtime. Four voting aye (B. Egan, E. Bakka, E. Teichmiller, S. Hjemvick, L. Thorpe); One voting opposed (J. Behling). Motion carries.
- An employee scheduled to work on a holiday shall be paid 1.5x of his/her regular pay for hours worked + holiday pay. An employee called in to work beyond his/her normally scheduled shift shall receive 2x his regular pay for extra hours worked + holiday pay.
- A newly hired employee shall receive 2 personal days to be used in the year of hire if his/her hire date is between January 1 and June 30. A newly hired employee shall receive 1 personal day to be used in the year of hire if his/her hire date is between July 1 and September 30. A newly hired employee shall receive 0 personal days to be used in the year of hire if his/her hire date is after October 1. After the year of hire, an employee shall receive 2 personal days.
- Personal days shall be taken in minimum 2 hour increments.
- Vacation days shall be taken in minimum ½ day increments.
- Upon retirement, an employee shall receive vacation credits for the year in which he/she retires, on a prorated basis, regardless of the date of retirement. Upon termination of employment, an employee will be entitled to the current year's vacation benefits on a prorated basis.
- The Department Head's discretion shall be used in determining vacation scheduling.
- Nearly all of the language appearing in the contracts regarding health insurance and WRS will be removed; however "one family plan per household" shall remain.
- Overtime hours worked without supervisor approval shall be paid at the regular overtime rate. However, working unapproved overtime may result in the employee being subject to disciplinary action.

The remaining items from the interim work rules grid will be discussed at the next Committee meeting. E. Teichmiller left the meeting at 6:05 pm.

Next Steps: Review the remaining items on the Interim Work Rules grid. In addition, the Committee will re-review sick time being taken in ¼ hour increments, at the Department Head's discretion. The

Page 3 of 3

Committee will also review the current max of 80 sick days per employee (this item was not addressed in this meeting, although it appeared on the grid for discussion).

J. Behling asked employees to consider if a cafeteria-style benefit plan would appeal to employees, and bring their feedback to a future meeting. J. Kahl will bring a concept of a cafeteria-style benefit plan to the next meeting.

Public Participation:

An employee commented that he was glad that the word “loyalty” was used during the meeting.

Another employee appreciated that public participation was allowed during the course of discussions, as opposed to waiting until the end of the meeting.

Letters and Communication: None

Future Meeting Date: Thursday, December 8 at 4:00 pm

Adjournment: J. Behling announced there was no further business, and adjourned the meeting at 6:12 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