

Ad Hoc Rules Committee Meeting Minutes
April 6, 2011, 3:30 p.m., Room A160

Meeting was called to order by Chairman, Allen at 3:43 p.m. Present were Jack Allen, Joe Stuchlak, Bill Miller, Bev Ward and John West. Also present was Cindy Phillippi and Marcia Kaye.

The meeting was properly noticed. Motioned by Stuchlak/Ward to approve the Agenda. Motion carried by unanimous voice vote.

Suggested changes from the department heads will be welcomed.

The committee left the following items as is:

- Page 10, line 49, strike "~~prior~~", change initiating to initiated and delete line 52, ~~Denial of such requests by the Personnel Director may be appealed to the Executive Committee.~~
- Insert page 19
 - Insert (1) under section 1.06 and a (2) under 1.06 for break time for nursing mothers, on page 19, line 39 – **BREAK TIME FOR NURSING MOTHERS**

Under Section 7 of the amended Fair Labor Standards Act, employers are required to provide reasonable break time for an employee to express breastmilk for her child(ren) for up to one year after the child(ren)'s birth, each time such employee has need to express the milk.

An employee interested in participating in the County Lactation Program should contact their supervisor, Department Head, or Personnel Director. The employee will be assisted in arranging the required time plus a private, clean room, not a rest room, with access to electricity where the employee will be comfortable expressing milk.

Anticipated lactation times shall be established by each employee based on her work schedule. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. Additional unpaid break time or flex time may be granted by the Department Head solely for the purpose of expressing milk, as long as providing such break time does not unduly disrupt operations.

Certified Lactation Consultants are available through the Adams County Health & Human Services Department of Public Health to assist employees with questions regarding breastfeeding, storage of breastmilk, use of a manual or electric pump and to provide information to help new mothers continue breastfeeding after returning to work.

Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the Adams County's policies and procedures for discrimination and harassment. Employees will not be retaliated against for exercising their rights under this policy.

- Page 48, 3.01/3.02 strike all, replace with "proposed language-resignation & notification of termination"

SECTION 3 – RESIGNATIONS & TERMINATIONS

~~**3.01 Resignation Notice.** Employees wishing to resign in good standing shall give written notice to the Personnel Director and Department Head not less than ten (10) business days before such resignation shall be effective. Department Heads, supervisors, managers, and professional employees shall give thirty (30) calendar days resignation notice. Department Heads shall give written notice to the Personnel Director, with a copy to the Administrative Coordinator/Director of Finance and the Home Committee Chair. When the resignation is received, the Department Head shall complete the Resignation Notice and return it to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the Department Head and the Administrative Coordinator/Director of Finance. Failure to give at least ten (10) days notice of resignation shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.~~

~~**3.02 Notification of Termination/Resignation.** The Department Head shall notify the Personnel Director in writing as soon as he learns that an employee is leaving. The Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems.~~

3.01 Resignation Notice.

A. Employees wishing to resign in good standing shall give written notice to the Department Head not less than ten (10) business days before such resignation shall be effective. The Department Head shall provide written notice of the resignation to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the Department Head and the Personnel Director.

B. Department Heads, supervisors, managers, and professional employees shall give thirty (30) calendar days written resignation notice to the Personnel Director, with a copy to the Administrative Coordinator/Director of Finance and the Home Committee Chair. When a resignation notice is received it shall be accepted by the Personnel Director and shall be final unless reversed by the Home Committee Chair.

C. Failure to give the minimum notice of resignation listed above shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.

3.02 Notification of Termination/Resignation. When notified that an employee is leaving, the Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems at the appropriate time.

- Page 3, 4.01 B, strike line 41-42, ~~Decisions and policies shall be made in the proper channels of the County Government structure;~~
- Page 1, 1.01 change as follows:

SECTION 1 - SCOPE

1.01 It is the intent of the County Board of Supervisors, ~~hereinafter termed County Board,~~ to the extent permitted by the laws of the State of Wisconsin and the Federal Government, to establish uniform County Personnel and General Administrative Policies. The rules, regulations and policies shall apply to the County Board, Committees, Boards, and Commissions where applicable and to all employees of the County under jurisdiction of the County Board. ~~These rules, regulations and policies are also applicable to the employees of separate Committees, Boards and Commissions, which have been established by the County Board. The County Board reserves the right to delegate certain functions of personnel administration to its representatives in accordance with the authority granted by the Wisconsin Statutes when the Board deems such delegation to be appropriate and in the best interest of the County.~~ This Policy shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies that conflict with the policies herein.

- Page 1, Section 2.01 lines 20 – 21 Duration

~~**2.01**~~ An Ad Hoc committee shall be formed in October in even years to update the Personnel & General Administrative Policies, suggested changes from department heads are welcomed. ~~the Administrative Coordinator/Director of Finance, Corporation Counsel and Personnel Director.~~ The updated document shall be presented to the County Board ~~no later than the April County Board Meeting~~ in odd number years for approval.

- Page 1, Section 2.02 duplicated in section, 5.03 page 8, again on section 7.02 c on page 15. It is recommended to revise and combine these sections placing on page 1 under section 2 – duration as follows:

~~**5.03**~~ 2.02 All **current and/or new** employees shall acknowledge receipt of a copy of the County Personnel and General Administrative Policies on the Form provided with

these Policies. The signed Form shall be forwarded to the Personnel Director and placed in the employee's personnel file. The Personnel Director shall orient all new employees relative to general conditions of employment including County rules, job descriptions, and pay.

~~2.02~~ 2.03 Department Heads shall review **and provide copies of** all changes adopted by the County Board with their staff, in a staff meeting. ~~Any time there is an update to the Policy all~~ Employees will be required to sign a receipt, acknowledging the employee received a copy of the changes, ~~of the updates to the Personnel and General Administrative Policies. This receipt will~~ **which will** be placed in the employee's personnel file.

~~7.02 Procedures.~~

~~A. The Personnel Director shall orient all new employees relative to general conditions of employment including County rules, job descriptions, and pay. Employees shall sign the form at the back of this Policy indicating they have received a copy of the Personnel and General Administrative Policies and any addendums. This form is to be returned to the Personnel Director and placed in the employee's personnel file.~~

- Page 1, Section 3 line 39 ~~strike can be found on the County Website~~ replace with " are available in the County Clerk's Office."

3.02 The County Board is elected on a nonpartisan basis for a two (2) year term on even numbered years. The County operates with a system of Committees, Boards, and Commissions made up of County Board Supervisors and citizen members. A listing of all assignments and County Board proceedings ~~can be found~~ **are available in the County Clerk's Office.** ~~on the County Website.~~ Each Committee, Board or Commission shall set policy for all programs and activities of the Departments that report to them, annually review the budget of the Department, and act on all Resolutions, Ordinances, Petitions, and Denials affecting any Department or Agency that reports to it.

- Page 2, Section 3.07 lines 50 -53, page 3, lines 2-9 and page 64, Section 23 – Contracts, Titles & Leases 23.01 are duplicated. It is recommended to strike the above mentioned sections and rewrite them as follows:

~~Page 2, 3.07 All County contracts and lease agreements shall be reviewed and initialed by the Corporation Counsel before approval by the County Board or appropriate Committee. Once approved by the County Board or Committee, the Administrative Coordinator/Director of Finance shall sign all contracts or lease agreements.~~

~~Page 3, lines 2-9 Unless the authority to approve the contract is granted directly to a Committee by State Statute, any contract to which the County or Committee~~

~~or other sub unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board. All cost share contracts allocating grant funding to Adams County residents for the purpose of installing conservation practices and then required to maintain the conservation practices beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation Counsel and approval by the appropriate Committee.~~

SECTION 23 - CONTRACTS, TITLES & LEASES

23.01 All original contracts, titles and leases shall be reviewed and initialed by the Corporation Counsel and Administrative Coordinator/Director of Finance prior to Committee and/or County Board approval.

23.02 All original contracts, titles and leases shall be signed by the Administrative Coordinator/Director of Finance, after review and approval of the Corporation Counsel and appropriate Home Committee provided they have been approved in the current year's budget.

23.03 Any contract or lease that has not been approved in the current year's budget shall be approved by adoption of a resolution by the County Board.

Unless the authority to approve the contract is granted directly to a Committee by State Statute, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board. All cost-share contracts allocating grant funding to Adams County residents for the purpose of installing conservation practices and then required to maintain the conservation practices beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation Counsel and approval by the appropriate Committee.

23.04 A **hard** copy of all **original** signed contracts and leases shall be provided to the County Clerk by the Department Head within five (5) working days.

23.05 It is the responsibility of the Department Head to follow all contract and lease regulations to ensure all monies are received and paid on time. If funds are received, it is the Department Head's responsibility to deposit the funds with the County Treasurer in accordance with Section 13 - Cash Receipts.

23.06 All original Contracts, Titles and Leases shall be held in the name of "Adams County Government" and shall be held by the County Clerk unless otherwise stated by law.

23.07 Failure to follow this Policy may result in discipline up to and including termination.

- Page 3, section 3.08 is covered under mutual respect, strike all

~~**3.08** All communications and complaints requiring further Committee action shall be taken to the Administrative Coordinator/Director of Finance in writing, who will in turn direct it to the proper Committee or Department. In the absence of the Administrative Coordinator/Director of Finance, all communications and complaints shall be discussed with the County Board Chair, and the Corporation Counsel, and Personnel Director.~~

- Page 9, section 1.01, line 9, strike ~~signed and~~, then insert behind approved "signed and dated" then strike ~~and the personnel director~~.
- Page 9, section 1.03, line 18, strike ~~signed and~~ and insert behind approved "signed and dated"

SECTION 1 - JOB DESCRIPTIONS

1.01 Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. All job descriptions shall be ~~signed and~~ approved, **signed and dated** by the Home Committee. ~~and the Personnel Director.~~

1.03 Updating Existing Job Descriptions. Department Heads are responsible for updating all job descriptions for their Department. Department Heads will confer with the Personnel Director prior to submitting it to their Home Committee. All updated or revised job descriptions shall be ~~signed and~~ approved, **signed and dated** by the Home Committee. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.

- Page 10, section 2.10 strike ~~prior, ing Denial of such requests by the Personnel Director may be appealed to the Executive Committee change initiating~~ initiated

2.10 Authorization to Hire Recruitment. Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Director ~~prior~~ to **initiated** recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information and sign the form with appropriate comments

within seven (7) business days. ~~Denial of such requests by the Personnel Director may be appealed to the Executive Committee.~~

10.03.1 Page 24, section 10.03 c, d, line 29-36, write as follows:

10.03.2 Open Records.

C. The Department or Committee Member preparing the agenda shall notice the agenda of a meeting at least twenty four (24) hours in advance of the meeting for the public, all members of the news media who have requested notice, and the official newspaper. As a general rule it is advised by the Attorney General that it should be noticed in three different locations. The agenda shall include time, date, place of the meeting, and subject matter. If there is an anticipated closed session it must be noticed as such in accordance with Wisconsin Statutes. In an emergency situation, a meeting may be called without twenty four (24) hours notice, but emergency meetings do require at least two (2) hours notice of the meeting. ~~and shall be approved by the Corporation Counsel prior to the meeting being called to order. In the absence of the Corporation Counsel, the Administrative Coordinator/Director of Finance may approve the emergency meeting.~~

D. The Department or Committee Member preparing the minutes is responsible for **submitting a hard copy of filing** the meeting minutes with **associated handouts/attachments** to the County Clerk within ten (10) working days after the ~~completion of the meeting.~~

- Add to Chapter 10: Personal Cell Phone Use.

An employee may use their personal cell phone in case of emergency, to conduct their personal business while on break, lunch, before work hours or after work hours. Cell phones should be have the ring tone turned off as not to disrupt work during business hours. Due to potential liability risks, employees who are driving county vehicles and conducting county business shall not use their personal cell phone will driving, unless required as part of their job duties. When it is necessary to make or accept a phone call while driving the employee shall make every effort to safely pull off the roadway until the phone business is concluded. Per Wis. Statutes-employees are prohibited from texting while operating a vehicle for county business.

The committee will revisit the following items:

Page 79, 11.02- Committee members-strike ~~Corporation Counsel~~, wanted to replace with anyone as deemed necessary with one member appointed by the **Committee Members**. The Technology Steering Committee will include 7 members. The Committee members should be named as followed:

- ~~A.~~ MIS Manager and/or representative
- ~~B.~~ Administrative Coordinator/Director of Finance or representative
- ~~C.~~ ~~Corporation Counsel (as needed)~~
- ~~D.~~ GIS
- ~~E.~~ Health and Human Services ((1) designated by the oversight committee)
- ~~F.~~ Public Safety & Judiciary ((1) designated by the oversight committee))
- (1)County Board Member (as designated /appointed by the County Board Chair committee;

The committee recommended revising the alphabetical listing. They will also revisit this section.

The committee reviewed and recommended:

- Page 46, lines 15-16, strike ~~'being under the influence of, or using a controlled substance or intoxicating beverage'~~ and insert in place, "having a blood alcohol concentration of above .00, (absolute sobriety) or with a detectible amount of restricted control substance"
- Page 83, line 24, strike, ~~Violations shall result in disciplinary actions.~~
- Page 83, lines 26-27, strike ~~while under the influence of,~~ "insert "with a detectible amount of a restricted controlled substance"
- Page 83. Line 34, A violation of this policy subjects the individual to disciplinary action
- Page 83, line 30-31 strike, ~~if legally under the influence of alcohol.~~
- Page 83, line 34 insert, "Violations of this Policy subjects the individual to disciplinary action, up to and including discharge."

Keep the following items on the agenda for the next meeting:

The next meeting date: Wednesday, March 29, 2011 at 3:00 p.m. in A160.

Motioned by West/Stuchlak to adjourn at 5:35 p.m. Motion carried by unanimous voice vote.

Respectfully submitted

Cindy Phillippi, Recording Secretary