

Ad Hoc General Administrative and Policies Committee Meeting Minutes
May 12, 2009, 4:00 p.m.

Called to order by Terry James at 4:00 p.m. Roll call was taken, present Ward, England and James. Excused Stuchlak, West. Also present Barb Petkovsek, Administrative Coordinator/Director of Finance. The meeting was properly noticed.

Motioned by Ward/England to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Sumpter/Ward to approve the April 28, 2009 minutes. Motion carried by unanimous voice vote.

There were no reports/comments from departments.

The committee looked at, Section 13 – Volunteer Service Policy, from last month's meeting. Barb will review and work on it. Section 13 will be reviewed again at the next months meeting.

Phillippi present at 4:20 p.m.

The committee looked at the draft recruitment form. They made changes and would like to see it again next month.

West present at 4:30 p.m.

Chapter 2, Section 8, 8.01 & 8.04 was discussed and it was suggested to have a formal plan for orientation. Barb and Cindy will work on an outline and submit it to the committee for review.

The committee started with Chapter 3 section:

SECTION 1- WORKING HOURS

1.02 Flex scheduling may be worked out with the approval of the Department Head as long as it does not interfere with the operation of the office **or create overtime and/or comp time.**

~~**1.04** Regular part time employees and scheduled part time employees may generally not be scheduled to work on a day declared to be a holiday, unless the Department or facility is open on that day.~~

1.06 Lunch Periods and Breaks

B. Lunch periods are not to be skipped, or used at the beginning or end of the workday, without the specific approval of the employee's Department Head or supervisor. Employees are considered off duty, and are free to leave the premises, during lunch periods. ~~If possible those~~ Employees required to use a time clock shall punch out at the beginning of their lunch and punch back in when returning to work.

C. Each employee is allowed a paid relief period of ten (10) minutes for each one-half ($\frac{1}{2}$) day's work. Break time cannot be accumulated in any manner or used to extend lunch periods or to shorten the workday. Employees are **not** allowed to leave the work premises during their ten (10) minute break. ~~as long as the employee can leave and return to their office within the allowed ten (10) minutes.~~

SECTION 2 – PERSONNEL RECORDS

2.01 Personnel Files. The Personnel Department **Director** shall maintain the official files of all County employees in accordance with Chapter 19, Wisconsin Statutes. ~~A Department Head or manager may have a separate file for notes and non official records for personnel but all Official records shall be in the Personnel Department's possession. Any records that are in question as to where they should be kept shall be discussed with the Personnel Director, or the Administrative Coordinator/Director of~~

~~Finance in the Personnel Director's absence, to determine the appropriate location.~~

2.02 Inspection of Records. The public may request in writing to the Personnel Department **Director** to inspect personnel files. The County shall provide inspection of personnel records to the public in accordance with Chapter 19, Wisconsin Statutes **with approval of the Corporation Counsel.**

2.03 Employees or a representative designated in writing by the employee upon written request to the Personnel Department, **Director** shall have the opportunity to inspect any personnel documents in accordance with §103.13, Wisconsin Statutes.

2.05 Employment References. Professional references concerning past employment with the County shall be given by the County Personnel Department **Director** only. ~~A Department Head or an employee may choose to be a personal reference for an employee or former employee of the County, but it shall be done on their own time, and shall in no way be perceived as a reference of the County.~~

~~**2.06 Background Checks for Existing Employees.** The County is required to conduct Caregiver Background Checks for existing employees as provided by Wisconsin Statute. All County employees shall notify the Personnel Department as soon as possible about any pending charge or conviction of any crime which has been or is being investigated by any governmental agency of any act or offense specified under Wisconsin Statutes, as it relates to acts or offenses that may be reasons for barring a person from employment as a caregiver. This same Policy shall apply to all contracted persons. The Health & Human Services Department shall conduct background checks on all employees every four (4) years according to Health and Family Services Administrative Rules 12 and 13.~~

~~**2.07 Destruction of Records.** Employee service records and criminal offense records shall be kept permanently in their Personnel File. Applications and examinations may be destroyed after three (3) years for those applicants not offered employment with the County. The Department Head may destroy all other non-official records, including correspondence only after review with the Personnel Director.~~

SECTION 5 - CONFLICTS OF INTEREST AND MISCONDUCT

5.02 F. In his private capacity, negotiate or bid for or enter into a contract in which he has a private pecuniary **financial** interest, direct or indirect, if, at the same time, he is authorized or required by law to participate in his capacity as an employee, in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on his part and/or;

G. Participate in the making of a contract in which he has a private pecuniary **financial** interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part.

SECTION 7 - PERSONAL APPEARANCE AND HOUSEKEEPING

~~**7.02 Dress Code.** The dress code required for all County employees is as follows:~~

~~A. **Acceptable clothing.**~~

- ~~1. Neat, clean and pressed clothing including the following: suits, dress shirts, polo shirts, dresses, dress pants, khaki pants, skirts, sweaters, blazers, and blouses.~~
- ~~2. Blue jeans and Capri pants are acceptable as long as they are clean, neat and without holes.~~
- ~~3. T-shirts and sweatshirts may be worn, but may not contain text or graphics, which may be offensive.~~
- ~~4. Skirts and skorts may be worn as long as they are not too short or revealing.~~
- ~~5. Shirt, pants, and shoes or an acceptable equivalent to the article of clothing must be worn at all times.~~

~~B. Unacceptable clothing.~~

- ~~1. Halter tops, backless, strapless tops, tops with bare midriffs, or revealing clothing may not be worn.~~
- ~~2. Shorts may not be worn.~~
- ~~3. Any clothes or shoes with holes may not be worn.~~
- ~~4. Sweat pants, sweat suits, windbreakers, spandex and gym clothes may not be worn.~~
- ~~5. Flip flops or thong sandals may not be worn.~~

~~**7.04 Enforcement.** Various Departments may require different dress based on employees' responsibilities. It is the Department Head or immediate supervisors responsibility to enforce the dress code and housekeeping policies. The Administrative Coordinator/Director of Finance or Personnel Director may send an employee home if an employee is not in compliance with the dress code, with the expectation that the employee returns to work with appropriate dress. At the Administrative Coordinator/Director of Finance's discretion, the time missed to come in compliance with the dress code, may be made up or accumulated time off may be used.~~

SECTION 8 - STORAGE OF PERSONAL BELONGINGS ON COUNTY PROPERTY

8.01 County owned lockers, desks, file cabinets, electronic equipment, and vehicles are not the private property of the employee. There is no reasonable expectation of privacy with regard to their contents and they are subject to inspection. ~~at the discretion of the Administrative Coordinator/Director of Finance and Corporation Counsel:~~

SECTION 9 - OFFICE ETIQUETTE

9.01 Please be respectful when you are in another employee's work area. The employee may be on the phone or need less noise interruptions to do their work. When entering others offices, especially when you are meeting with clients, visitors, or members of the community, or even another employee, please be polite, knock before entering, **and wait for acknowledgment.** Most Offices in the County have an open door policy, but may not want to be interrupted at that time. Manners and respect to all are necessary in the workplace

The following sections in **10 – CONFIDENTIALITY** will be sent to the mutual for review:

- **Departmental Policies on Confidentiality**
- **Open Records**

All of **SECTION 11 – HARASSMENT** will be sent to the mutual for review.

All of **SECTION 12 - CONFIDENTIALITY OF MEDICAL RECORDS** will be sent to the mutual for review.

Set the next meeting date for May 26th at 4:00 p.m.

Motioned by Sumpter/West to adjourn at 6:08 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary