

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Human Resources Committee

Date: Monday, January 4, 2021

Time: 9:30 a.m.

Location: 3rd Floor County Board Room – Buffalo County Courthouse
407 S 2nd Street
Alma, WI 54610

AGENDA

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to Order
2. Roll Call of the Members
3. Public Comments Regarding Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ A Resolution to Amend Policy 503 of the Employee Handbook – Disciplinary Actions
6. Review/Discussion/Action ~ Committee Meeting Calendar Dates
7. Review/Discussion/Action ~ Update on Economic Development Coordinator/Grant Writer Position
8. Review/Discussion/Action ~ Review of Buffalo County Employees Return to Work Plan/Guidelines & Reopen of Courthouse to Public
9. Review/Discussion/Action ~ Review of Policy 208 – Leaves – Sick Leaves for Use of Personal Sick Leave Bank (PSLB) for COVID-19 Quarantine or Isolation Orders
10. Committee Chair Report
11. Personnel Advisor Report(s)
12. Administrative Coordinator Report(s)
13. Any Public Comment Not Related to Agenda Items
14. Next Meeting Date and Time ~ Monday, February 8, 2021 at 9:30 a.m.
15. Adjournment.

Date: December 28, 2020

Larry Grisen, Chair

By: Roxann Halverson, County Clerk

Board Members: If unable to attend, please contact the Chair, Larry Grisen. If you are unable to reach the Chair, please contact the County Clerk's Office at 608-685-6209.

Persons with Disabilities: If you require special accommodations in order to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, December 7, 2020

Mr. Grisen called the meeting to order at 9:30 a.m.

Committee Members Present: Mr. Larry Grisen, Mr. Don Hillert, Mr. Nathan Nelson, Ms. Mary Anne McMillan Urell, and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton.

Public Comments Regarding Posted Agenda Items: Chair Grisen read a note from Ms. Felicia Hager thanking the HR Committee for all the work they put into trying to help find her office additional staff.

Review/Discussion/Action regarding Previous Meeting Minutes: Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Nelson. Carried.

Review/Discussion regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees: The spreadsheet attached to the resolution shows the increase and it also captures on-call rates for those employees that are entitled to on-call pay. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Amend Policy 503 Disciplinary Actions: Ms. Creighton reviewed the changes to the policy. This will be reviewed with Department Managers at their next meeting and brought back for approval.

Review/Discussion/Action regarding Public Health Officer/Public Health Supervisor Position Description: Mr. Rynders explained he had taken this position description to his home committee to narrow the qualifications but has seen that there has not been a good response to the position posting. He would like to keep the position description as is and not approve the changes his committee had approved. Mr. Taylor made a motion to send this back to home committee, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Account Clerk/Economic Support Specialist Position Description: Mr. Rynders indicated this position description was updated to accurately show the work that the individual is performing. Mr. Hillert made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Continue Public Health On-Call System Through 2021: This resolution would continue the on-call system for Public Health through 2021 to continue pandemic response. Ms. McMillan Urell made a motion to approve by roll call vote, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session to Discuss Military Leave Status and Highway Commissioner Wage Scale: Mr. Grisen made a motion to go into closed session, seconded by Mr. Nelson. Mr. Grisen-yes, Ms. McMillan Urell -yes, Mr. Nelson-yes, Mr. Hillert-yes, and Mr. Taylor-yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Mr. Taylor. Ms. McMillan Urell-yes, Mr. Hillert-yes, Mr. Nelson – yes, Mr. Grisen-yes, and Mr. Taylor-yes. Carried.

HR, Finance, and DHHS will meet at 6:30 p.m. on Monday, December 14, 2020.

Review/Discussion/Action regarding the Highway Commissioner Wage Scale: Mr. Hillert made a motion to approve the step 6 wage scale and moving to step 7 after an acceptable 6-month review by the Highway Committee, seconded by Mr. Taylor. Mr. Grisen voting no. Carried.

Review/Discussion/Action regarding PTO and Compensatory 2020 Balances: Ms. Creighton reviewed PTO and Comp Time accruals. A clear message needs to be sent when taking time off that Comp Time is used first. WRS has issued a statement that there should be no carryover of Comp Time past year end. PTO and Comp Time will be discussed further at the next meeting.

Review/Discussion of COVID-19 Work Plans, Telecommuting and COVID-19 Impact on Departments: Ms. Hansen explained most department have a plan on how to keep services available. Some plans need more clarity of how work is being done when working from home.

Review/Discussion/Action regarding Expiration of Families First Coronavirus Response Act (FFCRA): This Act will expire on December 31st if the State does not extend it. This will mean that an employee affected by COVID will need to use PTO, Comp Time, or time with no pay if they are affected by COVID.

Chairperson Report: None.

Personnel Advisor's Report: Ms. Creighton reviewed the vacancies and new hires. Open enrollment just ended with five employees joining the plan.

Administrative Coordinator Report: Ms. Hansen reported that there will be no employee training due to COVID, but they will still try and do some type of outreach.

Public Comments: None.

Next meeting date: Monday, January 4, 2021 at 9:30 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 11:53 a.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk

POLICY 503. DISCIPLINARY ACTIONS

1. **Purpose:** The purpose of discipline is to correct job behavior and performance problems of employees.

1.1 Disciplinary rules and regulations shall be applied in an equitable and consistent manner, commensurate with the employee infraction.

1.2 Employees shall be informed of departmental standards of conduct and performance, and shall have access to all disciplinary actions recorded in their personnel files.

2. **Policy:**

2.1 Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance.

2.2 Disciplinary action will typically be taken after an investigation and after giving the employee an opportunity to respond to any and all allegations.

3. **Disciplinary Procedure:**

3.1 Whenever an employee commits an offense warranting disciplinary action, the Department Manger or designee, may take such action in accord with the following procedures, depending upon the seriousness of the offense committed, the surrounding circumstances and the employee’s performance record:

3.1.1 For minor first offenses, the employee shall typically be given a verbal warning, advising that another offense may result in a written reprimand or suspension. If a verbal warning is issued and this does not correct the situation within a reasonable length of time, the Department Manager or designee shall typically then utilize either the second or third procedure for further discipline.

3.1.2 The employee may be given a written reprimand, informing them of the nature of the offense committed and advising them that failure to correct such defect will likely result in a suspension.

Policy 503.

Effective Date:

Revised Date:

DISCIPLINARY ACTION

May 31, 2015

January 23, 2017, January 1, 2021

Buffalo County

Employee Handbook

- 3.2 For a subsequent related offense, after the employee has received a verbal or written warning, or in the event of an initial offense which justifies such action, the employee may be suspended from work without pay for a period of time to be determined upon the basis of the seriousness of the offense committed, the surrounding circumstances and the employee's performance record.
- 3.3 The employee shall be informed that any additional infractions may result in discipline, up to and including discharge from employment.
- 3.4 All demotion, suspension, and termination actions shall be discussed and approved by the County Administrative Coordinator and/or designee. The County Administrative Coordinator and/or designee will request input from the appropriate Home Committee Chair and the Human Resources Chair before such actions being taken.
- 3.5 In cases involving serious or repetitive misconduct, as determined by the Department Manager and the County Administrative Coordinator, the procedures above, may be disregarded.
- 3.6 If a Department Manager recommends to the County Administrative Coordinator and/or designee that an employee be terminated, the County Administrative Coordinator and/or designee will conduct a complete investigation of the situation. The employee may be allowed a meeting with the County Administrative Coordinator before a decision is reached.
- 3.7 Employees suspended from work may not receive pay or accrue any employee benefits during the suspension.
- 3.8 Employees who believe they have been disciplined too severely or without good reason may utilize the Buffalo County Grievance Policy and Procedure.
- 3.9 The County Administrative Coordinator and/or designee may initiate the discipline process, at his/her discretion, at any step of the process.

4. Level of Discipline:

- 4.1 The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record.

Policy 503.
Effective Date:
Revised Date:

DISCIPLINARY ACTION
May 31, 2015
January 23, 2017, January 1, 2021

Buffalo County
Employee Handbook

- 4.2 When appropriate, discipline should be corrective in nature.
- 4.3 At the County's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension or termination.
- 4.4 Employee discipline for purposes of access to the grievance procedure is defined to include only termination, disciplinary suspensions and disciplinary demotions. None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order.
- 4.5 The County may repeat disciplinary action.
- 4.6 Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the County.
- 4.7 Each instance of employee performance and/or misconduct must be viewed based on its individual circumstances. Action by the County on an individual case does not establish a precedent in other circumstances. The County reserves the right to take any disciplinary or corrective action it deems appropriate under the circumstances of each individual case.

5. Grounds for Disciplinary Action:

- 5.1 Grounds for disciplinary action include, but are not limited to the following:
 - 5.1.1 Such actions will adversely affect ability to perform on behalf of the County, such as (but not limited to) fraud in securing employment, falsification of county records, theft or destruction of county equipment or property, negligence or dishonesty.
 - 5.1.2 Being insubordinate, threatening, intimidating, disrespectful or assaulting a manager/supervisor, co-worker, customer or vendor.
 - 5.1.3 Neglecting of duties, incompetence, inefficiency or discourteous treatment of the public.
 - 5.1.4 Willful misconduct, or inclusive of, but not limited to, a willful refusal to obey lawful and reasonable directives, order, policies or work rules.

Policy 503.
Effective Date:
Revised Date:

DISCIPLINARY ACTION
May 31, 2015
January 23, 2017, January 1, 2021

Buffalo County
Employee Handbook

- 5.1.5 The possession or use of controlled substances or intoxicants while on duty, or while operating county owned or leased vehicles is strictly prohibited.
- 5.1.6 Fighting with or provoking a disturbance among fellow employees, general public or actions adversely and substantially affecting morale, production, or efficiency.
- 5.1.7 Immoral or otherwise improper conduct which adversely and substantially injures or brings the County into disrepute; conviction of a felony or misdemeanor which is substantially related to the job which the person was hired to perform, or unavailability for work due to incarceration or loss of driver's license, if required for the job.
- 5.1.8 Absences without leave, when the person in question was supposed to be on duty, or a leave of absence taken for other than the reason for which it was granted.
- 5.1.9 Repeated absence or tardiness or improper use of leave.
- 5.1.10 Harassment and discrimination against others because of political preference, race, religion, color, sex, age, national origin or ancestry, handicap, physical condition, developmental disability, arrest or conviction record, sexual orientation, marital status, military participation, or any other legally protected class status, and with proper regard to their rights as citizens.
- 5.1.11 Failure to comply with health or safety rules and regulations.
- 5.1.12 Violations of provisions of Personnel Policy or the Employee Handbook, state or federal law, administrative rules, or departmental rules promulgated pursuant to this section.
- 5.1.13 Dishonesty including failure to provide accurate and complete information when requested by an authorized person.
- 5.1.14 Negligent or willful damage to property.
- 5.1.15 Sexual or other unlawful harassment, discrimination or retaliation.
- 5.1.16 Workplace violence including using threatening or abusive language towards others.

Policy 503.
Effective Date:
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May 31, 2015
January 23, 2017, January 1, 2021

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5.1.17 Unlawful possession of weapons.

5.1.18 Unauthorized entry or use of facilities and property.

5.1.19 Failure to maintain a professional or occupational license, certificate, permit, or driver's license if it is a requirement of the position

5.2 The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

6. Adverse Employment Action Due to Nonperformance.

6.1 **Notice and Documentation.** If an employee's performance in one or more job duties becomes unacceptable, the Employee's Department Manager and/or supervisor are expected to place the employee on notice of the performance issue in a timely manner. Management shall document all performance deficiencies in an employee's personnel file. The documentation should include the date or dates the performance deficiency was observed, a detailed description of the performance deficiency, future expectations and any action taken against the employee including, without limitation, any discipline or the implementation of a Performance Improvement Plan (PIP).

6.2 **Disciplinary Action.** An employee's supervisor and/or Department Manager may impose discipline as necessary to address performance concerns.

In addition to the disciplinary action levels noted in Section 4.0 above and depending upon the circumstances, the employee may be given an opportunity to improve performance by placing the employee on a PIP. Management is not obligated in any way to institute a PIP and may proceed with any disciplinary action, up to and including discharge, in the event that an employee is not meeting performance expectations.

6.3 **Performance Improvement Plan (PIP).** Any PIP should advise the employee of the performance standards of the position for which his or her performance is unsatisfactory and be given a reasonable opportunity to demonstrate improvement. The employee should also be advised of the consequences of failing to improve and the type of assistance to be provided by the supervisor during the PIP. If the employee fails to meet minimally acceptable standards by the end of the PIP, action should be taken to separate the employee from employment unless another less adverse employment action is deemed advisable at the discretion of the Department Manager and the Administrative Coordinator and/or designee.

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Effective Date:
Revised Date:

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January 23, 2017, January 1, 2021

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6.4 Administration Department Review. The Administrative Coordinator and/or designee shall review any proposed disciplinary action for poor work performance and assist the Department Manager and/or Supervisor in the preparation of a PIP.

7. Documentation:

- 7.1 Persons administering discipline shall systematically document each incident in writing.
- 7.2 The documentation shall include the employee's name, date, and type of infraction, names and statements of witnesses, description of action taken, and any other relevant details.
- 7.3 Copies of all written disciplinary actions shall be maintained in departmental files, filed in the employee's personnel file in the County Administration Office, and shall be provided to the employee.

8. Department Manager:

- 8.1 If a Department Manager commits an offense warranting disciplinary action, the County Administrative Coordinator and/or designee in consultation with and approval from the oversight (Standing) Committee, shall follow the procedures outlined in the above policy.

Policy 503.
Effective Date:
Revised Date:

DISCIPLINARY ACTION
May 31, 2015
January 23, 2017, January 1, 2021

Buffalo County
Employee Handbook

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
January 2020
Involved Committees:
Human Resources

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO AMEND POLICY NO. 503 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – DISCIPLINARY ACTIONS

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to the disciplinary actions section of the Buffalo County Employee Handbook that includes language for unsatisfactory work performance and adverse employment action due to non-performance, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 503 DISCIPLINARY ACTIONS of the Buffalo County Handbook effective upon adoption. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2021.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen

Mary Anne McMillan Urell

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2021 Budget

None

Office of County Administration



Personnel Advisor
Brenda Creighton
608-685-6208

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Financial Advisor
Lisa Schuh
608-685-6207

HUMAN RESOURCES CALENDAR MEETING DATES 2021

Monday, January 4, 2021	Monday, February 8, 2021
Monday, March 8, 2021	Monday, April 12, 2021
Monday, May 10, 2021	Monday, June 14, 2021
Monday, July 12, 2021	Monday, August 9, 2021
Monday, September 13, 2021	Monday, October 11, 2021
Monday, November 8, 2021	Monday, December 13, 2021

POLICY 208. LEAVES – SICK LEAVES

1. **Purpose:** To provide employees with a means of utilizing accrued sick leave time.
2. **Personal Sick Leave Bank (PSLB):**
 - 2.1 Each employee has a Personal Sick Leave Bank (PSLB) account, except for represented Law Enforcement employees.
 - 2.2 Accrued sick leave is placed in the PSLB upon start-up of the program, and thereafter is added at an annual basis.

Maximum levels of the PSLB are:
480 hours for a full-time employee
360 hours for 75% part-time employee
240 hours for 50% part-time employee
144 hours for 30% part-time employee
 - 2.3 Exceptions to these hours will be employees with more than 480 hours, up to a total of 720 hours, as of the effective date (June 1, 2013) or for Communications/Corrections Officers hired before April 6, 2014 with more than 480 hours up to a total of 800 hours, as of the effective date of January 1, 2017 of this policy. No additional hours may be added to an employee's PSLB account if the amount exceeds 480 hours.
 - 2.4 Time placed in the PSLB is available for extended illness of greater than three (3) days or Family Medical Leave.
 - 2.5 The employee's PTO account is used to cover illnesses of three (3) days or less. However, when an illness is greater than three (3) days, the use of PSLB time will revert to the first day.
 - 2.6 A medical physician's statement will be required for the employee to use the PSLB time. If a FMLA event occurs FMLA forms and procedures will be required for use of PSLB hours, subject to applicable state and federal law.

Policy 208. LEAVES – SICK LEAVE

Effective Date: May 31, 2015
Revised Date: March 27, 2017

**Buffalo County
Employee Handbook**