

RESOLUTION NO. 3-297

**TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:**

We, the Committee on Salary and Personnel, do hereby recommend the following changes to the Iowa County Personnel Policies for Management and Non-Represented Employees:

1. Page 8, change probationary period to read only one (1) year. This uniform the policy so all new hires are treated alike.
2. Page 9, addition of language clarifying the definition of "salaried" employees.
3. Page 11, change Limited term employees so that they will not have to be interviewed by the Personnel Committee. The Personnel Coordinator will screen and test to ensure qualified candidates are hired. I try to keep a pool of qualified applicants at all times, depending on the needs of the County. If it is to fulfill a leave of absence over 90 days it seems to work better to "lease" someone to fill in. The reason we have a cap on the number of hours, is so we do not have to pay Wisconsin Retirement on employment "expected" to be more than 600 hours.
4. Page 12 - Clarify hiring authority of Law Enforcement Committee.
5. Page 22 - Employee Discipline

Change to be more flexible -

Add the statement: Progressive discipline contained in the Personnel Policy shall be deemed to be merely guidelines. The employer may impose more harsh, the same, or less harsh penalties depending on the facts, consistent with the standards of just cause.

Page 21 - 22 - under 4a: For violation in Subsections (B)(1)-(3),(5),(7)  
(Delete 6)

Change to the following:	First offense:	Verbal reprimand
	Second offense:	Written reprimand
	Third offense:	3 day suspension
	Fourth offense:	Discharge
	(Deleting 1 day suspension)	

For violations of subsection (B)(4),(6),(8),(9) (Delete 10,12, Add 6)

For violations of subsection (B)(10),(11),(12) (Add 10,12)

6. Page 24 - Vacation carryover

Change the 3rd paragraph to read "Employees will be permitted to carry unused vacation for up to ninety (90) days beyond the anniversary of their date of hire or ninety (90) days beyond January 1 for those employees who are accruing vacation on a calendar year basis."

Employees will be allowed to use earned vacation with pay of no less than one hour increments (has already been changed 1/1/96)

7. Page 26 - Payment of health insurance during a medical leave of absence is silent. Past practice has been payment of up to one year. I have proposed 6 months, hopefully consistent with the Courthouse arbitration award.

8. Page 27 - 28 - Holidays

(Already approved by County Board)

9. Page 29 - Bereavement

Add the word paid leave up to three (3) *consecutive* working days will be granted....

Add step-sibling in the immediate family definition.

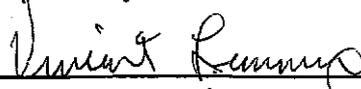
10. Page 34 - Resignations

Change the notice given to receive accumulated pay and fringe benefits to 15 working days (presently 14 calendar days)

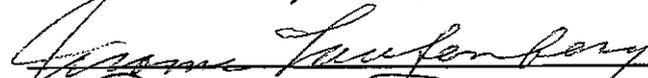
11. Hatch Act - to comply with new laws (See Attachment)

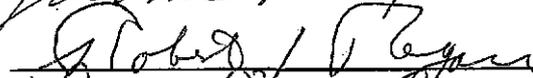
12. Change throughout from Personnel Asst. to Personnel Coordinator

Respectfully submitted:











IOWA COUNTY PERSONNEL COMMITTEE