

Personnel Committee
Logan County Board Room, Courthouse
January 14, 2013

Present: Jan Schumacher; Bret Aukamp; Vicki Dugan; Mary Kelley

Absent: Bob Farmer; Chuck Ruben; Nina Huddlestun

Guests:

Mrs. Schumacher called the meeting to order at 11:16 am.

A motion was made by Mr. Aukamp, seconded by Mrs. Dugan to approve the minutes from October 15, 2012 as printed. Motion passed.

Old Business:

1. Employee performance reviews: No action has been taken on this issue. This is deferred until the next meeting.
2. Updates to Personnel manual: Mrs. Schumacher recently attended a UCCI seminar. At that seminar, it was suggested that policies be developed with officeholder/department head input before approval by the full Board. Once policies are established, a practice of having officeholders/department heads sign off on the policy would assist with application of the policies. Discussion at the meeting also indicated that the "gift ban" that is currently in the County Board policies should also be included in the employee personnel policies. The committee also discussed the possible inclusion of a "whistleblower" policy. Mrs. Schumacher will be attending a CIRMA board meeting tomorrow and plans to bring up whistleblower policies during that forum, as well as motor vehicle reports, criminal background checks and drug testing. The committee discussed establishing clear parameters for the policies. Any policies would be reviewed by the State's Attorney before approval by the Board. FMLA policies also need to be clarified to reflect that paid time off is not accrued during unpaid leave. Each department would be responsible for tracking this for their employees. Mrs. Dugan also discussed the need to clarify rules regarding breaks in employment. An employee could have several years of service and then return to work following a break of several years while not employed with the County. Current policy is not clear regarding how paid time off would be earned in this instance. Clarification should be made to reflect whether the prior service would be combined with current service to determine benefits. The committee felt prior service should not count, unless there is a written agreement signed by the department head/elected official at the time of re-hire. The same clarification needs to be made for part-time employees. Currently, it is not clear whether part-time service counts as "years of service" for benefit purposes if that employee later becomes full-time. Mrs. Dugan also asked for clarification regarding whether an elected official's service would count if they would be re-employed after expiration of their term.
3. New employee training: This was not discussed.
4. Master personnel file: Mr. Aukamp suggested each department head certify, at periodic intervals, that they have all required documentation. Mrs. Schumacher indicated this could be discussed in more depth as the policies are reviewed.

New Business:

None

Mrs. Dugan brought up discrepancies between the Health Department's classification of part-time status and the classification listed in the personnel manual. Mrs. Schumacher will investigate this for further discussion.

A motion was made by Mr. Aukamp, seconded by Mrs. Dugan to adjourn the meeting. Motion passed. Meeting adjourned at 11:58 pm. The next meeting will be March 11, 2013 at 11:00 am.