

Personnel Committee  
Logan County Board Room, Courthouse  
May 6, 2013

Present: Jan Schumacher, Chuck Ruben; Bob Farmer; Bret Aukamp; Nina Huddlestun; Vicki Dugan; Mary Kelley

Absent: None

Guests: None

Mrs. Schumacher called the meeting to order at 11:05 am.

A motion was made by Mr. Farmer, seconded by Mrs. Dugan to approve the minutes from March 18, 2013 as printed. Motion passed.

Old Business:

1. Employee performance reviews: Mrs. Schumacher will forward a template to committee members for their review.
2. Updates to Personnel manual: The State's Attorney's office has been asked to review the proposed fraud/whistleblower policy.

Mr. Aukamp brought forward concerns with the accrual of sick time, personal time and vacation time if an employee has been on unpaid leave. Currently, the language in the personnel manual and the Highway union contract is unclear. The committee agreed that employees must use all accrued benefits before being allowed to use FMLA. Upon return to work, an employee would then be allowed to begin accruing time. The decision was made to considering amending the language so employees would accrue vacation and sick time each pay period. Mrs. Kelley and Mrs. Huddlestun will forward their policies to the committee for review. The committee also discussed possible replacement of sick leave with paid time off (PTO). Mrs. Schumacher will obtain the policy from Woodford County for the committee's consideration. Mr. Aukamp also pointed out the inconsistency in the manual regarding sick leave earned by part-time employees. The committee will consider this when making amendments.

The committee then turned their discussion to seniority (for benefits) when employees have a break in service. The committee agreed that there could be flexibility where exceptions could allow a supervisor to re-hire an employee with previous Logan County employment and reinstate them with vacation time, etc. as if there had been no break in service.

3. New employee training: This refers to orientation for new employees and will be addressed in a future meeting.
4. Master personnel file: The committee agreed that each department head and elected official will be asked annually to provide confirmation to the Board office that all policy manuals have been signed by each employee.
5. Part-time status: Mr. Ruben advised the committee that labor law has been amended that will require health insurance be offered to any employee who exceeds thirty work hours per week. It will be critical to monitor all part-time employees to make sure they do not exceed this threshold.

New Business:

1. Employee assistance program: Mrs. Schumacher will do additional research on this topic.
2. Transitional duties: The committee discussed the availability of "light duty" work for employees who are not able to immediately to return to full duties. Mr. Aukamp indicated his research found

that employers are not required to provide light duty work in these cases. These scenarios will be left up to the discretion of the supervisor.

3. Financial education classes: Further research will be done to determine if financial planning classes could be offered to County employees.

A motion was made by Mr. Ruben, seconded by Mr. Farmer to adjourn the meeting. Motion passed. Meeting adjourned at 12:05 pm. The next meeting will be July 8, 2013 at 11:00 am.