

## EMPLOYEE SALARY AND BENEFITS ADVISORY SUBCOMMITTEE

March 16, 2023

Human Resources Conference Room, Government Services Building 8:15 AM

### Members Present

Delores Merrick  
Arianna Voegeli  
Andrea Sweeney  
Dan Williams  
Kristi Leonard  
Dave Tschudy

### Others Present

Chris Narveson  
RoAnn Warden  
Steven Scanlan

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1. The meeting was called to order by the Chair Delores Merrick at 8:15 am.
  2. Motion by Andrea, seconded by Arianna to approve the minutes of the March 2, 2023, meeting. Motion carried on a voice vote.
  3. The topic of holiday time for employees working an alternate work schedule was again discussed. Jeff had provided Delores with information that he had contacted other county Sheriff's Departments to see how they handle the holiday situation and he received only three responses. The three responses were all different and none of them have dispatchers working 10-hour shifts. It was decided to leave the 8-hour holiday pay for all employees that was put in the Employee Handbook as is. If Jeff finds that this is an issue and he loses dispatchers, the issue can be revisited.
  4. Discussion continued regarding use of benefitted time by salaried/exempt employees and the development of a possible policy. It was discussed that Pleasant View's and the Highway's handling of the hours worked by their salaried employees are at the two extremes compared to the other departments. It was discussed if a policy was created that said salaried employees could work just 4 hours a day and count that as a day of work could be a compromise, as could saying that 80 hours should be worked within the two week pay period. It was also discussed if it is acceptable for salaried employees to work less than 40 hours. The idea of providing comp time for salaried employees was also discussed. This topic will be discussed again at the next Department Head meeting and be brought back to this commit with that information.
  5. Andrea shared the single pay scale that she developed and Delores shared one that she had done based on the Carlson Dettmann wage study. There was much discussion about the placement of positions on the scale and if a unified pay scale could be achieved by budget time. It was decided that it may be best to not rush the process and work towards having the unified budget done for the 2025 budget cycle. The topic will come back to the next meeting.
  6. The idea and process of closing departments due to hazardous weather was discussed. It was discussed that when the weather is severe and safety precautions are put in place such a tow bans, is it appropriate to ask our employees to come into work. It was pointed out that by having offices open in this type of weather that

we are encouraging the public to come in when it is not safe to do so. Ari shared that she knew of two employees in the recent ice storm who booked hotel rooms so they could make it to work and that Pleasant View had numerous employees spend the night so they could work the following day. She also said that Dane County has Snow Days built into their budget for these types of weather days. Steven Scanlan offered that usually, "Acts of God" are the type of weather that can close down the offices and he asked that we consider who can make the decision to do so. It was discussed that these calls should be a joint decision between the Highway Commissioner, the county Sheriff and the Emergency Management Director, with the Administrative Coordinator being responsible for informing the employees and public. It was stressed that we need to make these decisions based on can we keep employees safe. Ari will discuss this at the next Department Head meeting and draft a policy to bring to bring back to this committee. The policy will consider not only the categories of emergencies that will close the county offices (weather, building issues, etc.), but also how will employees be paid if the county shuts down, can employees work from home instead of shutting down or does a shut down mean no work?

7. Delores shared information that she obtained regarding service fees that are paid on VEBA accounts for current and previous employees.
8. The need for pre-employment physicals for all Green County employees was discussed, given the increased rate that will be changed by the Monroe Clinic. Delores had reached out to our current Worker's Comp provider to see if there is an issue not providing these and was advised that we should clearly identify the positions that need the pre-employment physicals. This determination should be based on the position's job duties. Delores will reach out to Department heads and ask that they provide her with the information on which positions will or won't need pre-employment physicals and this topic will also be shared with the Personnel Committee. It was also discussed whether TB testing should be a requirement for certain positions.
9. Other. RoAnn brought her nurses' pay scale to have it looked at for possible restructuring. Andrea asked if she could come back with a proposal as to where she believes the positions should be placed. It was requested that this meeting be blocked out for a two hour period of time.
10. Motion by Arianna, seconded by Andrea to adjourn. Motion carried on a voice vote.