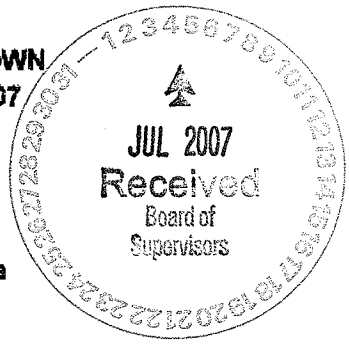

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY PERSONNEL COMMITTEE **JUNE 25, 2007**

PRESENT: Dr. Donarski, Tom Diedrick, Barb Wescott

ALSO PRESENT: Sunny Archambault, Christel Giesen, Devon Christianson, Tina Brunner, Peggy Harris

The meeting was called to order on Monday, June 25, 2007 at 1:00 p.m.

ADOPTION OF AGENDA: The agenda was approved by consensus.

ELECTION OF CHAIRPERSON: Dr. Donarski was elected chair by consensus.

MINUTES: The minutes from April 23, 2007 had been approved at the board meeting so required no action now.

EMPLOYEE HANDBOOK: Ms. Archambault reviewed the policies in the Employee Handbook. She presented changes that had been recommended by John Jacques, Corporation Counsel After the committee reviewed the document, the following changes to the handbook were made:

Note: The changes are italicized and in red lettering. Words replaced are identified by a strikethrough.

Page 8. 2-H Job Descriptions
If the job description is revised more than 25%, the job description needs to be approved by the board.

Page 9. 2-M Probation
~~The employee~~ *Probationary employee(s)* can be dismissed at any time during the probationary period if ~~the employee~~ he/she is notified of unsuccessful performance. ~~An employee~~ *A probationary employee* so dismissed shall not have access to the grievance process.

Page 10. 2-O Keeping Records Up-to Date
If you lose your driver's license, your auto insurance, or if you are charged and/or convicted of a crime related to your job responsibilities, you must report these changes to your Supervisor immediately.

Page 10. 2-P False Information and Employment
The ADRC ~~may~~ *will* investigate an employee's background, employment history, credentials and qualifications *and may do so* at any time during the employment relationship.

Page 13. 3-E Recording Work Hours
To ensure that accurate records are kept and that you are paid in a timely manner, you will accurately record your own hours worked on the Time Sheet. This includes any overtime hours *payable to hourly employees.*

Page 17. 4-C Limits to Confidentiality
4. Caller or consumer discloses a situation where an adult may be exposed to any form of abuse (Specific program procedures will apply).

Page 24. 4-N Problem Resolution Procedure – The Procedure
Copies of all statements, information relating to the statements, and decisions will be placed in ~~a separate file maintained by the Director. No copies will be filed in~~ your personnel file.

Page 25. 5-A Appraisals and Evaluations
All evaluations must be signed by the employee and the evaluator(s), shall be placed in the employee's personnel file ~~and shall remain the sole property of the ADRC~~.

Page 27. 5-B. Misconduct Examples
12. Habitual tardiness ~~without notice~~.

Page 28. 5-C Discipline Procedure

5-C Corrective Action Policy

Nothing in this policy or in this Handbook is intended to limit in any way the ADRC's right to terminate an employee at any time, with or without cause, and with or without advance notice.
(This section was moved from the bottom of Section 5-C to the beginning).

~~In these rare instances when it is necessary to discipline an employee, your ADRC will take disciplinary action for one of two reasons~~: *It may be necessary to provide an employee with corrective action for one of two reasons*: (1) When an employee does not meet generally accepted standards of good conduct as outlined in the Handbook, or (2) when an employee does not satisfactorily perform job tasks which the ADRC assigns to the employee.

In the event that a *corrective* action is necessary, the employee's Supervisor will proceed with the progressive procedure outlined below. However, misconduct of an extreme nature or extremely poor work performance may result in immediate discharge.

Page 31. 5 – E Terminating Employees/Job Abandonment
Terminating employees will be entitled to payment of accrued benefits~~, if they have completed one full year of employment and give two weeks advance notice of their termination. Employees who are terminated because of gross misconduct are not entitled to payment of any accrued benefits. Gross misconduct is a violation of any major work rule or behavior of similar severity.~~

Page 42. 7 – K Family Leave and Medical Leave of Absence
~~One exception to the above policy includes the ability of an employee to retain up to 4 paid benefit days during this leave of absence. Otherwise, employees are required to utilize all other accrued paid benefits during this leave.~~

Page 44. 7 – P Witness and Jury Duty
In the case of jury duty, the employee shall remit his/her jury fee to the ADRC; *mileage reimbursement from jury duty is retained by the employee.*

In addition, Dr. Donarski noted that the Organizational Chart needed to be updated. Mr. Diedrick suggested that employees have an opportunity to comment on the policies in six months for the board to review.

Ms. Archambault noted that procedures will be developed to detail how these policies will be implemented. Many of these procedures are available through Brown County's Human Resources Department.

Mr. Diedrick asked if we had considered providing an increased mileage reimbursement rate for persons required to use a specialized van for work related activities. There are provisions in state law that address this issue. Ms. Archambault stated that she would add this to the mileage policy.

Mr. Diedrick moved that the Personnel Committee recommend the approval of the Employee Handbook with the changes noted during the meeting. Ms. Wescott seconded. **Motion Carried**.

The meeting adjourned at 3:00.

Respectfully Submitted,

Sunny Archambault

Sunny Archambault
ADRC Director