

Minutes of the Human Resources Committee

Tuesday, November 15, 2016

Chair Nelson called the meeting to order at 1:00 p.m.

Present: Supervisors Larry Nelson (Chair), Jim Batzko, Mike Crowley, Tom Michalski, Bill Mitchell, and Jeremy Walz. **Absent:** Jennifer Grant.

Also Present: Chief of Staff Mark Mader, Senior Human Resources Analyst Renee Gage, and Human Resources Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of October 18

MOTION: Crowley moved, second by Walz to approve the minutes of October 18. Motion carried 6-0.

Schedule Next Meeting Date

- December 13

Announcements

Mader advised three committees will meet before the next County Board meeting. Also, the County Executive's budget signing event is at 10:00 a.m. this Thursday in his office.

Nelson said the Public Policy Forum will hold a luncheon on December 8 at Potawatomi on the state and local government relationship in Wisconsin and does it need to be fixed. Several local officials will be keynote speakers including County Executive Paul Farrow.

Overview of Waukesha County Compensation Systems

Richter discussed the report titled "Overview of Waukesha County Compensation Systems" which included information on the County's compensation philosophy and policy, historical background information, total compensation study, current compensation structure, pay for performance philosophy and background, and a summary of 2015 performance awards.

The current compensation system includes three salary structures – Step, Open and Medical. Ranges were established based on market analysis through the study and are adjusted annually through a salary range structure increase. The Medical structure covers physicians and is market driven. The Step system covers classifications which are nonexempt and which were traditionally covered by collective bargaining agreements. There are 15 Step ranges and each step results in a 2% increase. Employees can take up to 14 years to reach maximum of the range and movement in the range requires a performance evaluation of effective or greater. The Open system covers department heads, managers, supervisors, professional, technical, lead and select skilled labor and other positions. Ranges consist of a minimum, midpoint, and maximum. A typical scenario takes an employee 20+ years to reach the maximum range and movement through the range is solely based on an employee's performance. Employees are eligible for across-the-board increases only if they have an effective or greater performance review, and for a base and/or non-base increase if their performance evaluation is commendable or greater. If an employee is at or below midpoint of

the range they are eligible for a base increase of 0-2% and/or a one-time non-base performance award of 0-2%. If an employee is above the midpoint of the range they are eligible for a base increase of 0-1% and/or a one-time non-base performance award of 0-3%. If an employee is at the maximum of the range, they are eligible for a one-time non-base performance award of 0-3%.

All employees are required to have an annual performance evaluation. The long term objective is to move employees from the Step to Open system beginning with professional positions. In 2014, two successful pilot programs were conducted of formerly represented classifications and transitions have continued each year as authorized by the County Board. As part of the Pay for Performance review process, supervisors conduct performance evaluations and make pay recommendations. Departments and Human Resources review recommendations and make changes to ensure justification and consistency. The County Executive reviews the final recommendations and approves or modifies. Human Resources conducts annual audits of the performance evaluations.

Richter advised two ordinances will come forward in December which sets forth changes in compensation and benefits for regular full- and part-time employees and seasonal employees.

MOTION: Michalski moved, second by Batzko to adjourn at 2:21 p.m. Motion carried 6-0.

Respectfully submitted,

Jeremy Walz
Secretary