

Minutes
Personnel Policy Board
(Unofficial Until Approved)
July 1, 2016
9:30 a.m.

Members Present: Ted Smith, Chair; Jim Grimley; Hon. James Hill; Susan Hoffer; Hon. James Hovey; Petra Mandigo Hulm; Hon. Lisa Fair McEvers; and Carolyn Probst

Others Present: Sally Holewa, ex officio
Amy Klein, Staff
Larry Zubke, Director of Technology
Renee Barnaby, Minutes

Chair Smith called the meeting to order at 9:30 a.m.

Minutes

It was moved by Judge Hill, seconded by Justice McEvers, to approve the April 8, 2016 meeting minutes. The motion carried.

Training Requirements Policy

The proposed revisions to the Training Requirements policy adding security awareness training for new hires and an annual security awareness review training for all employees were sent out for comment. Two comments were received. One of the comments referred to the lead sentence where it refers to “those policies”. It was suggested that “the following policies” be used instead.

In response to a question asking if the policy covers all policies that employees are trained on annually, it was determined that the policy only covers those specific policies mentioned in the policy.

Justice McEvers said under the new proposed section A.2, it states the amount of time required will be no more than four hours every two years. She said in the event someone is in need of additional training, the words “Unless required by a supervisor to address a particular training need” could be added to the beginning of the second sentence.

It was moved by Justice McEvers, seconded by Jim Grimley, to adopt the revisions to Policy 146 with the approval of the request to change “those policies” to “the following policies” in the first paragraph and to amend the second sentence in section A.2 to read as follows: “Unless required by a supervisor to address a particular training need, the amount of time required will be no more than four hours every two years.” The motion carried and will be forwarded to the Supreme Court for consideration.

Sick Leave Policy

The proposed revisions to the Sick Leave policy allowing employees to use sick leave for situations relating to domestic violence, sex offense or terrorizing were sent out for comment. No comments were received.

Justice McEvers noted that the Century Code is cited inconsistently throughout the policy.

It was moved by Judge Hill, seconded by Judge Hovey, to adopt the revisions to the Sick Leave policy along with Justice McEvers' suggestion to cite the Century Code consistently throughout the policy. The motion carried and will be sent to the Supreme Court for consideration.

Family and Medical Leave Act Policy

The proposed revisions to the Family and Medical Leave Act policy allowing employees to submit a receipt for reimbursement for provider certification fees was sent out for comment. One comment was received. The comment asked for clarification on whether the \$25 cap on reimbursement applied to each certification or per FMLA qualification.

Sally Holewa said her intent was to cover the expense any time an employee had to pay for a certification up to \$25 per document. Ms. Klein noted that typically there is only one certification per medical issue.

Petra Hulm suggested adding the words "per certification" after the \$25 in section D.2.d.

It was moved by Judge Hill, seconded by Justice McEvers, to adopt the revisions to the Family Medical Leave Act policy along with the following amendment to the second sentence in section D.2.d. as follows: "A per certification reimbursement cap of \$25 will apply." The motion carried and will be forwarded to the Supreme Court for consideration.

Minutes and Meeting Document Protocol

Chair Smith said there has been a request to have meeting minutes and documents posted on the web before meetings. Jim Grimley added he has also received requests for something to be sent out indicating what occurred at the meeting. He said he is not comfortable sending out information without the minutes being finalized.

Justice McEvers indicated the Juvenile Policy Board does not distribute minutes in advance and suggested the Personnel Policy Board would be similar. Judge Hovey and Judge Hill agreed that minutes should not be distributed until approved. Judge Hill noted that any person that represents a constituency can summarize what occurred at the meeting and distribute it to the collective group.

Petra Hulm said that she sends out the materials to her constituency asking for any comments but does not give a summary of what happened at the meeting unless someone had a particular issue

then she communicates the outcome. She stated another option would be to contact the committee chair. Amy Klein added that she has been contacted if an employee has a personal interest in a particular policy.

It was the consensus of the Board to take no action.

Chair Smith said it may be necessary for the Board to hold a special meeting in the near future. Board members will be contacted once a decision has been made.

Meeting adjourned.