



Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: December 9, 2014

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett and Bobbie Danielson		Department: Administration and HR
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed:
Summary of Issue: Please see the attached Personnel Committee recommendations.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve the Personnel Committee's recommendations as presented.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Nathan Burkett, Administrator
217 Second Street N.W. Room 134
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

To: Aitkin County Board of Commissioners
From: Nathan Burkett, County Administrator
Date: December 2, 2014
Re: Personnel Committee Recommendation

The Personnel Committee has heard and supported the following:

The budget as prepared includes the following salary adjustments for non-union staff, due to an ongoing appeals process, there may be additional recommendations coming from the personnel committee:

1. Employees who are below the minimum pay rate on the grid will be placed on the lowest pay rate of the grade assigned to their position, or will receive a 2% base increase with an additional 1% (for a max total of 3%) following a satisfactory performance evaluation, whichever is greater. (This will ensure they get at least as much as 'all others'.)
2. Employees who are over max will not receive pay increases until the scale "catches up". A \$250 one-time lump sum payment will be made to employees who are "over max". (8 employees)
3. Employees who are within 2 years of reaching 5 years of service in their current position will be placed on the new wage scale so as to ensure that they receive wages equivalent to the 2014 scale midpoint.
4. All other employees will receive a 2% base increase, with an additional 1% (for a max total of 3%) following a satisfactory performance evaluation.

Recommended Action/Motion:
Approve salary plan for non-union staff.

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Director
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: Aitkin County Commissioners
Nate Burkett, County Administrator

From: Bobbie Danielson, HR Director



Date: December 3, 2014

Subject: Personnel Committee Recommendations

Recommendations

The Personnel Committee met on November 25, 2014, and recommends the following:

1. Close the Courthouse on Christmas Eve, December 24, 2014, and authorize non-union employees to be absent from their duties with pay without having to use any PTO or personal days. Any non-union employee who is required to work on this day will be allowed to take the hours worked as paid time off on a day of their choosing, as approved by the department head. See also final MOUs attached related to AFSCME units and Local 49, informational only as they will also be absent from their duties with pay on this date. (Future dates as referenced in the MOUs will be addressed separately by the County Administrator at a later date; this recommendation pertains only to the December 24, 2014 date.)
2. Set elected officials salaries at the following rates, effective 1/1/2015.
 - a. County Auditor \$ 80,545.30
 - b. County Treasurer \$ 69,101.70
 - c. County Recorder \$ 62,000.00
 - d. County Sheriff \$ 92,500.00
 - e. County Attorney \$108,854.52
3. Authorize increased employer contribution towards health insurance to three Teamsters units, consistent with the increased Local 49 Road & Bridge unit settlement.
 - a. Effective January 1, 2015, ~~\$920.00~~ 950.00 per month flat dollar contribution.
 - b. Effective January 1, 2016, ~~\$940.00~~ 1,000.00 per month flat dollar contribution.

Action Requested

Motion to accept the Personnel Committee's recommendations as presented.

Ratified - Signatures Pending

APPENDIX C
MEMORANDUM OF AGREEMENT (CHRISTMAS EVE)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and International Union of Operating Engineers Local Union #49 (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

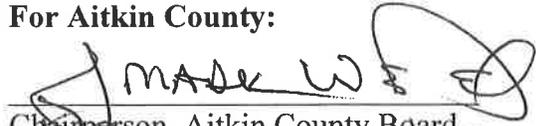
WHEREAS, during negotiations for the 2015-2016 collective bargaining agreement, the Union expressed interest in exploring the Local 49 HRA plan and in employees having more time off with pay, and the Employer expressed interest in having discussions about pay for performance and health plan options;

NOW, THEREFORE, the parties agree as follows:

1. The parties agree that employees under this bargaining unit may absent themselves from their duties on the following days, without using accrued sick, vacation or personal days – December 24, 2014, December 24, 2015, December 23, 2016, unless they are snow plowing or called out for work.
2. The parties agree that during the period of 2015 – 2016 the parties will meet to discuss options related to pay for performance.
3. The parties agree that during the year of 2015 the parties will meet to discuss employee health plan options and the Local 49 HRA.
4. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 25th day of November, 2014.

For Aitkin County:



 Chairperson, Aitkin County Board



 County Administrator



 Human Resources Director

For I.U.O.E. Local No. 49:

 Area Business Representative

 Business Manager

Dated: 11-25-2014

Dated: _____

HHS Ratified 12/3/14

2015 – 2016 HEALTH & HUMAN SERVICES AGREEMENT

Deleted: Contract Printed 9/16/2013
Deleted: 2013
Deleted: 2014

MEMORANDUM OF AGREEMENT (CHRISTMAS EVE)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 1283, AFSCME Council 65, AFL-CIO (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2015-2016 collective bargaining agreement, the Union expressed interest in employees being allowed to be absent from their duties with full pay on Christmas Eve and the Employer expressed interest in having discussions about pay and organizational strategy, health plan options, and in offering voluntary furlough or voluntary early retirement incentives;

NOW, THEREFORE, the parties agree as follows:

1. The parties agree that employees under this bargaining unit may be absent from their duties with full pay on the following days, without having to use any sick, vacation or personal days-December 24,2014, December 24, 2015 and December 23, 2016. Employees under this Agreement may work voluntarily based on the business needs of the department. Any employee who works on these days will be allowed to take the hours worked as paid time off on a day of their choosing, as approved by the department head.
2. The parties agree that during the period of 2015-2016 the parties will be open to participate in non-binding discussion related to pay and organizational strategy.
3. The parties agree that during the year of 2015 the parties will meet to discuss employee health plan options.
4. The parties agree that the employer may offer voluntary furlough or voluntary early retirement incentives without the approval of the exclusive representative.
5. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this _____ day of _____, 2014.

<u>BOARD OF COMMISSIONERS</u>	<u>LOCAL UNION NO. 1283</u>
<u>COUNTY OF AITKIN, MINNESOTA</u>	<u>AFSCME, AFL-CIO</u>
<u>COUNTY OF AITKIN</u>	

<u>Board Chair</u>	<u>AFSCME Staff Representative</u>
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Courthouse Unit Voting, will know results 12/9/14

2015 - 2016 AFSCME COURTHOUSE AGREEMENT
MEMORANDUM OF AGREEMENT (CHRISTMAS EVE)

Deleted: 2013
Deleted: 2014

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 667, AFSCME Council 65, AFL-CIO (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2015-2016 collective bargaining agreement, the Union expressed interest in employees being allowed to be absent from their duties with full pay on Christmas Eve and the Employer expressed interest in having discussions about pay and organizational strategy, health plan options, and in offering voluntary furlough or voluntary early retirement incentives;

NOW, THEREFORE, the parties agree as follows:

1. The parties agree that employees under this bargaining unit may be absent from their duties with full pay on the following days, without having to use any sick, vacation or personal days-December 24, 2014, December 24, 2015 and December 23, 2016. Employees under this Agreement may work voluntarily based on the business needs of the department. Any employee who works on these days will be allowed to take the hours worked as paid time off on a day of their choosing, as approved by the department head.
2. The parties agree that during the period of 2015-2016 the parties will be open to participate in non-binding discussion related to pay and organizational strategy.
3. The parties agree that during the year of 2015 the parties will meet to discuss employee health plan options.
4. The parties agree that the employer may offer voluntary furlough or voluntary early retirement incentives without the approval of the exclusive representative.
5. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this _____ day of _____, 2014.

<u>BOARD OF COMMISSIONERS</u>	<u>LOCAL UNION NO. 667</u>
<u>COUNTY OF AITKIN, MINNESOTA</u>	<u>AFSCME, AFL-CIO</u>
<u>COUNTY OF AITKIN</u>	

<u>Board Chair</u>	<u>AFSCME Staff Representative</u>
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Salary Comparison for Elected Officials 5 and 7 County

	Attorney 2014	Auditor 2014	Treasurer 2014.	Auditor/Treasurer 2014	Sheriff 2014	Recorder 2014
Aitkin	\$ 105,684.00	\$ 78,199.32	\$ 67,089.03	NA	\$ 85,593.88	\$ 71,243.69
5-County						
Cass	\$ 112,403.00	na	na	\$ 83,636.80	\$ 96,949.00	\$ 70,034.00
Crow Wing	\$ 115,376.00	na	na	\$ 88,787.00	\$ 96,785.00	\$ 77,971.00
Kanabec	\$ 93,167.00	na	na	\$ 70,479.00	\$ 83,968.00	\$ 59,181.00
Mille Lacs	\$ 110,145.00	na	na	\$ 85,345.00	\$ 103,422.00	na*
Pine	\$ 100,851.00	na	na	\$ 81,200.00	\$ 82,418.00	\$ 60,300.00
Average (5)	\$ 106,388.40	na	na	\$ 81,889.56	\$ 92,708.40	\$ 66,871.50
7-County						
Carlton	\$ 103,906.00	na	na	\$ 88,511.00	\$ 91,052.00	\$ 83,595.20
Itasca	\$ 108,712.54	na	na	\$ 109,005.08	\$ 101,479.19	\$ 68,876.01
Average (7)	\$ 106,365.79	na	na	\$ 86,709.13	\$ 93,724.74	\$ 69,992.87

*Land Services Director performs the Recorder position - \$89,523.

**Appointed position at \$40.19 per hour. It is based on 1957.5 hours annually (\$78,671.93). The above number is based on 2080 for averaging purposes.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 9, 2014

By Commissioner: xx

120914-0xx

2015 ELECTED OFFICIALS SALARIES

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2015 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar	\$ _____
County Treasurer, Lori Grams	\$ _____
County Recorder, Mick Moriarty	\$ _____
County Sheriff, Scott Turner	\$ _____
County Attorney, Jim Ratz	\$ _____

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Voted Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 9th day of December A.D., 2014, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 9th day of December A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 17, 2013

By Commissioner: Westerlund

121713-099

2014 ELECTED OFFICIALS SALARIES

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salaries of Aitkin County Elected Officials at:

County Attorney, Jim Ratz	\$105,684.00
County Sheriff, Scott Turner	\$85,593.88
County Auditor, Kirk Peysar	\$78,199.32
County Treasurer, Lori Grams	\$67,089.03
County Recorder, Diane Lafferty	\$71,243.69

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance, and follow non-union compensation guidelines for 2014, including a 1.5% merit increase and \$936 annual increase for each position.

Commissioner Napstad moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

3-2 (Wedel/Niemi)

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 17th day of December A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 17th day of December A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy