

**KITTITAS COUNTY  
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**

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Tuesday, July 8<sup>th</sup>, 2003  
10:00 a.m.

**TOPICS:**

- Collective Bargaining
  - Road-MTNC Settlement
  - Courthouse – Interim Compensation for Kathryn Anderson
  
- Maintenance Department
  - Standby Pay for Bargained Maintenance Workers
  - Secretarial Support for Warren Beed
  
- Safety Committee
  - Notice of Exposure to Employees
  - Safety Committee
  
- Request to Waive Posting Requirements
- Section 125 Plan
- Employee Benefit Vendor Access to Employees
- Correspondence from Community Development Services
- Non-Bargained Wage Scales (KCSO)

**ATTENDANCE:** Perry Huston, Bruce Coe, Kirk Eslinger, and Lisa Young

**DISCUSSION:**

Collective Bargaining

- a) Road-MTNC Settlement – Update given to Board, direction given to staff.
  
- b) Courthouse – Interim Compensation for Kathryn Anderson
  - Kirk has met with the Union Exec Board and Kathryn.
  - The Memo of Agreement requests the following:
    1. Interim Director pay at a rate of \$150 per week,
    2. Interim Director pay beginning January 13<sup>th</sup>, 2003 and continuing until September 1<sup>st</sup>, or until the start date of the new director,
    3. That the comp time cap be raised in the interim, as she is working a lot of OT,
    4. And that she be allowed time away to attend a back clinic.
  - She is currently \$121/month under the base pay of the Director position.
  - Kirk has requested documentation from the Union showing what duties Kathryn is performing above and beyond her current job description, and approximately how often. So far this has not been provided.
  - Perry is okay with going to the base of the director scale, IF she will provide a presentation of those duties she is performing above and beyond, but only from the date that Mark left.
  - Per Perry, should Kathryn elect to take the increase to base pay, she will waive the right to future OT compensation, as the director is an exempt position.

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- Kirk's recommendation was to not allow the increased comp bank, both Perry and Bruce agreed.
- Kirk's recommendation on the attendance of the back care clinic was to not address this issue in the MOA, as FMLA provides leave for such issues. Perry and Bruce agreed.
- Kirk will draft a response to the Union.

Maintenance Department

- a) Standby Pay for Bargained Maintenance Workers
- Several years ago this same issue was addressed. At that time it was deemed Warren's responsibility to respond to after-hours calls, and there would be no standby pay.
  - It has come to Kirk's attention, that this is no longer the case. Maintenance employees are given pagers and/or cell phones and are required to respond within 30-minutes of the call.
  - Per Perry, Standby Pay does not exist, and Warren will have to present to the Board. He will not open a contract to correct this error.
  - Kirk will inquire on how long this has been going on.
  - Should a grievance arise, we would be liable for up to two years of back wages.
- b) Secretarial Support for Warren Beed
- The Courthouse Union is questioning the job description of the Fair Bookkeeper, now that she is performing additional duties for Warren.
  - Perry stated that in the conversation at the time of Mark's departure, the Bookkeeper position would likely be split in the future, to service both departments from a bookkeeping standpoint. Same duties, but for two departments.
  - Should Warren need other secretarial support, a presentation to the Board must be made.

Safety Committee

- a) Notice of Exposure to Employees
- Notice should be given to employees if work is to be done that might affect the well-being, or perception of well-being, of employees (caustic smells, etc).
  - Perry suggested sending a memo to Warren addressing this issue, suggesting that checklists of some sort be developed for the procedures that Maintenance provides, and that lack of appropriate notification will not be tolerated in the future.
  - Kirk plans to have a discussion with Warren, and will also draft a memo referencing the event that occurred last Thursday, July 3<sup>rd</sup>, and his duties as the head of the Maintenance Department.

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- b) Safety Committee
- Kirk plans to meet with Warren to discuss the committee activity, or lack thereof.
  - Perry suggested drafting a letter requiring all future Safety Committee minutes be submitted in the first Agenda session of each month. If a meeting is not held, then a memo explaining why should be submitted.
  - At present there will not be a memo issued. Kirk will try to work with Warren.

Request to Waive Posting Requirements

- a) Requirements
- Kirk will be researching the legal requirements for posting duration of open positions, as well as if posting via the Web would suffice.
  - At this point temporary positions do not need to go through our posting process, as they are short in duration.
  - There is Management concern over having to utilize budget dollars for an ad that gets no response, especially during tight economical times.
  - Kirk is concerned that this would cause a perception of hiding something from the public.

Section 125 Plan

- a) Seeking New Vendor
- Kirk officially requested the ability to seek out a Section 125 Plan Vendor.
  - Perry and Bruce were both fine with this.

Employee Benefit Vendor Access to Employees

- a) New Written Process in Place
- Kirk has drafted a written procedure for vendors wanting access to employees.
  - This is to ensure that the same process is followed each time, and outlines what Kittitas County will and will not allow or provide.
  - Perry and Bruce okay.

Authorization of Employee Benefits Programs

- a) Kirk Drafting Resolution
- Kirk would like to draft a Resolution to use when there is a new or discontinued relationship with a benefit vendor.
  - Perry supported this, and added it would be beneficial to do once per year, even if there have not been any changes, just listing our current relationships. He also felt it would be beneficial to have this done for the Personnel Policies on an annual basis.

Correspondence from Community Development Services

- a) RE: David's Response to Memo from Planners
- There was discussion of David's reaction to the Planners' memo.

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- Perry acknowledged that all of the “floating” issues should probably be readdressed and closed out:
  1. Make Derald Exempt?
  2. Code Enforcement?
  3. Planner Wages?
- Perry feels that David needs to pick an issue and address it, rather than generalizing and telling his employees that the Board said “no”.

Non-Bargained Wage Scales (KCSO)

a) Wage Estimates

- Kirk presented wage graphs, representing Current Wages (No OT), Wage Estimate After Arbitration, and Wage Estimate After Arbitration w/OT.
- Perry did not care to discuss graph #3, and felt that looking at the Chief Deputy of Operations, Patrol Sergeant, and Patrol Officer were worth some acknowledgement. He did not feel the same about the Chief Civil Deputy, Corporal, or Detective.
- Bruce had nothing to add to the discussion.
- Kirk will now share the estimates with the Sheriff.