KITITAS COUNTY
COMMISIONER SPECIAL MEETING

Human Resource Study Session

Tuesday, March 11th, 2003
10:00 a.m.

TOPICS:
- Department Restructure
- Union Matters
- Office Hours During the Lunch Hour
- Part-time Exempt Employee Transition

ATTENDANCE: Max Golladay, Perry Huston, Bruce Coe, Kirk Eslinger, Lisa Young

DISCUSSION:

Department Restructure
  a) Fair
      - There has been no word from Kathryn.
      - Per Bruce she is supposed to be drafting an Org. Chart.
      - Bruce will work on a job description draft.
      - At this point help is not needed from HR.

Union Matters
  a) Corrections - Teamster Insurance Proposal (Reopener) – Update given to Board, direction given to staff.

Office Hours During the Lunch Hour
  a) Review of Philosophy
      - The BOCC would like to extend their office hours to run through the lunch hour. Max will meet with Julie to discuss schedule/coverage.
      - This philosophy will be reviewed with the Department Heads.
      - Kirk is updating the list of current office hours and will pass this to Max for review. Max will make a decision on implementation date.
      - To be scheduled for the March 25th Agenda.

Part-time Exempt Employee Transition
  a) Part-Time Exempt Nurses
      - Nurses who work less than full-time have been made non-exempt.
      - Kirk was asked about grandfathering vacation accrual, as it is different for exempt and non-exempt employees. Part-time nurses who previously earned a straight 14 hours per month (prorated to hours worked), will now follow the 10/12/14 schedule for non-exempt employees.
      - The BOCC agreed with the decision not to grandfather.