HR STUDY SESSION  
Tuesday, March 9th, 2004  
10:00 a.m.

TOPICS:
- CDS Wages
  - Assignment to new wage scales
  - Merit increases
  - Building Official stipend
- Code Enforcement Inspector Position
- Fire Marshal
- Exempt Positions
  - Clerk of the Board
  - Fire Marshal
  - Design Engineer
- New Personnel Action Form (PAF)
- Road/Maintenance Negotiations

ATTENDANCE: Perry Huston, Bruce Coe (end of session), Max Golladay, Kirk Eslinger, and Lisa Young.

DISCUSSION

CDS Wages

a. **Assignment to new wage scales** – Administrative Supervisor and Operations Supervisor have been placed in new scales.

b. **Merit increases** – The OS was due for an evaluation and merit increase in 2003, but a PAF was not processed. It is possible that one would come through to make up for that missed increase, in addition to the one for 2004. Kirk asked if the Board would be willing to consider processing both increases at the same time (with no retro). They said it would be *considered*.

c. **Building Official Stipend** – Perry is still working on this with David. Kirk recommended having an addendum job description to attach to the regular one. This way it is easy to transfer those duties to another employee. Max proposed that they consider paying an hourly premium pay for the work actually done as an “official”, rather than paying a flat monthly amount. Perry will arrange a meeting with David to discuss options.
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Code Enforcement Inspector Position
  o See below (Exempt Positions: Fire Marshal).

Fire Marshal Position
  o See below (Exempt Positions: Fire Marshal).

Exempt Positions
a. **Clerk of the Board** – Kirk could not find a statute stating that this should be an exempt position. His recommendation is to leave it non-exempt and flex hours as needed. Max suggested it may be exempt due to the unusual hours, but Kirk said that did not qualify the position for exemption. Discussed past practice with regard to the Clerk of the Board position; Kirk will research and bring back to next meeting.

b. **Fire Marshal** – Both the Fire Marshal and the Code Enforcement Inspector generated a considerable amount of OT in 2003. Rather than consider making them exempt at this point, Perry suggested enforcing OT guidelines, and utilizing flex time when needed. Max asked what the criteria are for the FM to get called to a fire. Perry reported that the Fire Marshal has made a standing request with Kittcom to be notified of any fire. Perry will arrange a meeting with the Board, David, Kirk, Fire Marshal, and Code Enforcement officer.

c. **Design Engineer** – Paul has posted for this position. It will be exempt, by professional exemption guidelines. Board approved.

New Personnel Action Form (PAF)
  a. **Addresses “invisible” compensation issues** – Kirk has updated the form to aid in tracking of other types of compensation, such as: stipend, longevity, allowance, 2nd position, or any other odd types of pay.

DISCUSSION ITEMS NOT ON AGENDA
  **Wellness Reimbursement Program** – The Employee Input Committee has a program whereby eligible County employees may get a discount for seeking out wellness-related
activities. The Gym was originally part of the program, but after failing to submit bills in a timely manner on multiple occasions, the establishment has been removed from the program. An employee of the Auditor's office is questioning our ability to exclude this business. Per the Board, we have no obligation to have them be a part of the program, particularly with the given history.

PAF for Superior Court Commissioner Stipend – Kirk notified the Board that the PAF had been processed with a statement that the Court Commissioner stipend no longer exists, and the Jury Administrator stipend will not be increased. Judge Cooper was notified of the option to schedule a study session with the Board to discuss any increase in the Jury Administrator stipend.

EXECUTIVE SESSION 10:49 a.m.

Road/Maintenance Negotiations – Update; directions given to staff.

END EXECUTIVE SESSION 11:18 a.m.