

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
SPECIAL MEETING**

MONDAY

2:00 P.M.

JANUARY 6, 2020

Board members present: Commissioner Brett Wachsmith; Commissioner Laura Osiadacz; and Commissioner Cory Wright.

Others: Julie Kjorsvik, Clerk of the Board; Amy Cziske, Treasurer; Lisa Young, Human Resource Director; and Judy Pless, Budget & Finance Manager.

SPECIAL MEETING

NOVATIME

HUMAN RESOURCES

At 2:00 p.m. Chairman Wachsmith opened a Special Meeting to discuss issues relating to NovaTime.

The Board asked Staff questions relating to Exempt employees and how they have been using NovaTime to record their hours. It was noted that some Exempt employees work a 36-hour week and others are on a 40-hour week schedule. There are others put down a straight 8-hour day five days a week, even though they work additional hours.

Judy Pless, Budget & Finance Manager said they'd like the Board to create a policy for Exempt employee's time keeping so there's consistency and accountability. She said it was necessary for all employees to record their time because there can be some specific funding that needs to be charged to grants, as well as it's required by the Department of Revenue and Labor & Industries. Amy Cziske, Treasurer, questioned why Exempt employees were even required to clock in and out, as there are other entities who do not require that of their employees. Lisa Young, Human Resource Director, said a policy would be up to the Board and how flexible they'd like their Exempt employees to be. Commissioner Wright stated he would like Exempt employees to have flexibility with their hours. Commissioner Osiadacz said she'd be interested in obtaining examples from other Counties and how their Exempt employees keep record of their time. There was discussion on trust and the importance of having expectations outlined so everyone is on the same page.

Ms. Pless and Ms. Young were asked to work together in obtaining examples from other entities on how Exempt employees record their time and then have a follow up meeting with the Board. Ms. Young offered to send out an email reminder regarding the difference between an employee requesting leave in advance, and how it needs to be recorded in their actual timesheet when submitting their NovaTime.

Meeting adjourned at 2:49 p.m.

CLERK OF THE BOARD



Julie Kjørsvik

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Brett Wachsmith, Commissioner