

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting
March 16, 2021

ADDITIONS:

1. Commissioner Updates: 2nd Amendment Resolution Request
Commissioners have received a request to consider a resolution regarding the 2nd Amendment to the U.S. Constitution.

REVISIONS:

1. Regular Agenda Item 12: Upcoming Meetings
 - a. CANCEL: 12e. Snake River Watershed Management Board, March 22nd
 - b. CANCEL: 12f. Snake River Watershed Policy Committee, March 22nd
 - c. ADD: Lower St. Croix Comprehensive Watershed Management Plan Implementation Policy Committee, March 22, 2021, 4:00 p.m.
2. Regular Agenda Item 2Cii(b): Personnel Committee Report (revised request)
Acknowledge the resignation of Joy Hix, Zoning and Solid Waste Technician, effective March 26, 2021 and authorize the back fill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.04/hour.

ADDITIONAL INFORMATION:

1. Regular Agenda Item 2Di(b) & (c): Personnel Committee Report
2Di(b) Temporary Employees – redlined revised policy
2Di(c) Performance Reviews – redlined revised policy



AGENDA REQUEST FORM

Date of Meeting: 3/16/2021

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Personnel Committee Update –Zoning & Solid Waste Technician and Office Support Specialist Recruitment

Department: Administration

Department Head signature

Background information on Item:

As outlined on the Personnel Committee Report on the agenda, at the March 8, 2021 Personnel Committee meeting, the committee recommended the temporary filling of the Zoning and Solid Waste Technician and Solid Waste Office Support Specialist position. These temporary positions were recommended due to a leave of the incumbent technician.

On Friday, Joy Hix, Zoning and Solid Waste Technician, submitted her resignation effective March 26, 2021. The technician position will now be vacant. Due to the timing, and the need to staff this position as permit activity is increasing, I am asking the Personnel Committee and County Board to consider changing the recommendation to fill the position permanently.

Action Requested:

Acknowledge the resignation of Joy Hix, Zoning and Solid Waste Technician, effective March 26, 2021 and authorize the back fill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.04/hour.

Financial Impact:

Positions are contained in the 2021 budget.

2.45. **Temporary employee.** Means an employee hired for a specific duration or specific event, having no permanent status. For example, employees who have been appointed for a designated period of time to complete a limited project. The employment (1) is not to exceed 67 days or (2) not more than 100 working days in any calendar year and the employees are under the age of 22, are full-time students enrolled in a non-profit or public educational institution prior to being hired by the employer, and have indicated, either in an application form of employment or by being enrolled at an educational institution for the next academic year of term, an intention to continue as students during or after their seasonal employment. Temporary employees are not eligible for County benefits unless required by law. The definition also applies to those employees who are working not more than 14 hours/week average over a six (6) month period on an as needed basis. (Ref MN Statute 179A.03) Temporary employees are not eligible for County Health, Sick, Vacation, and Holiday benefits/pay. Department Heads shall not exceed 67 days on seasonal employee without County Board approval.

3.17. **Temporary employment.** The County Administrator may authorize the hiring of temporary workers when the need arises for a period of up to one year. Depending upon the needs of the county, the temporary worker may be hired as a temporary employee or contractor. ~~for the services of temporary help, the Department Head shall notify the Human Resources office no less than two (2) weeks prior to the needed assistance. This notification shall be in writing and detail, at a minimum: the specific need, the type of work to be done, the length of time the assistance is needed, the circumstances requiring the temporary assistance and what the department has done to minimize this need. The Human Resources Manager shall review the request and make a determination on the request. Temporary help of less than two (2) weeks in length will not require Board action, however expense of temporary help must be included in department budget. The Human Resources Manager shall, upon approval of placement of temporary help, make arrangements to fill the position.~~

4.6. **Performance Review evaluations.**

4.6.1. **Probationary reports.** ~~Department heads shall submit to the Human Resources Office a monthly probationary report on every probationary or promoted employee appointed to service. Prior to its submission, the report shall be reviewed with the employee and signed by him/her as evidence that he/she is aware of its contents, and a copy of the report shall be given to the employee.~~

4.6.12. **Permanent ~~E~~mployee Performance Review evaluations.** ~~Supervisors shall formally review the performance of their employees at least once per year, generally at the employee's anniversary. Every permanent non-union, non-exempt and exempt employee of the County will have a performance review at least on an annual basis. Employees will be reviewed by their immediate supervisor, or in some cases a team evaluation may be appropriate. Performance reviews shall be signed by the employee, immediate supervisor, and -and department head and will be placed in the employee's permanent personnel record. Evaluations should highlight employee's strengths and identify areas of improvement.address specific areas for development for weaknesses within the scope of the current job description. Signatures are required on the appraisal forms; once the form has been signed, none of the information may be altered.~~

~~All department heads shall be reviewed by the Personnel Committee annually at the beginning of each year or another time designated by the County Board.~~

Probationary employees shall be reviewed regularly throughout the term of their probation period.