

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 7/5/2012

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Personnel Committee Recommendations, 2013 Commissioner Salaries & Policy Update

Requested Meeting Date: 7/24/2012 Estimated Presentation Time: Consent

Presenter: Bobbie Danielson

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply) 2013 Budget Expense

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 01-001-6101

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No *→ (policy update)*
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY HUMAN RESOURCES

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To: County Commissioners
From: Bobbie Danielson, HR Manager 
Date: July 5, 2012
Subject: Personnel Committee Recommendation

Background:

The Personnel Committee met on June 26, 2012, and recommends the attached personnel policy update and also recommends setting the 1/1/2013 County Commissioner salaries at \$28,644. (0% increase.)

Commissioner Salaries

2009	\$28,644.00
2010	\$28,644.00
2011	\$28,644.00
2012	\$28,644.00
2013	\$28,644.00, proposed

If you have any questions or concerns prior to the meeting, please feel free to contact me or Patrick.
Thank you.

Action Requested:

Motion to freeze the 2013 salary for the Aitkin County Commissioners at \$28,644.00 and to adopt the *Policy D* following resolution:

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 County Commissioner's salary at \$28,644.00.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED July 24, 2012

By Commissioner: xx

072412-0xx

2013 Commissioner Salaries

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 County Commissioner's salary at \$28,644.00.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 24th day of July A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 24th day of July A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

ARTICLE 4: WAGES AND SALARIES

SUBJECT 4.1: SALARIES ELECTED OFFICIALS, APPOINTED OFFICIALS AND EMPLOYEES NOT ALREADY SET BY AGREEMENT

Effective: 11/28/00, REVISED 03/23/04 7/24/2012

PURPOSE:

To establish and administer a compensation system for Aitkin County elected officials, appointed officials, and other county employees who are not already covered by a collective bargaining agreement, meet and confer agreement, or an individual agreement. This policy shall provide for:

a) Compliance with applicable Minnesota State Statutes relative to setting compensation levels for elected officials and is specifically intended to ensure compensation levels are formally established and publicly announced well in advance of the opening of filings for elected offices.

b) Providing a defined process for establishing compensation levels for employees who are not already covered by a collective bargaining, meet and confer, or an individual agreement.

A. ELECTED OFFICIALS:

1. The salaries of Aitkin County Commissioners (\$375.055) elected from the I, II, III, IV & V districts shall be set by resolution of the County Board in January by July 31 of each year, prior to the year in which the salary is to be paid.

2. The salaries of Aitkin County Attorney (\$388.18), County Auditor (\$384.151), County Recorder (\$386.015), County Sheriff (\$387.20), and County Treasurer (\$385.373), shall each be set by resolution of the County Board in December of each the year, prior to the year in which the each salary is to be paid.

3. A payroll holdback shall be used for all elected officials in accordance with the Pay Procedure Policy 4.4.

B. APPOINTED POSITIONS:

1. The salaries for appointed positions, including County Assessor (\$273.061, Subd. 6), County Highway Engineer (\$163.07, Subd. 2), Veterans Service Officer (\$197.60, Subd. 3), and Land Commissioner (\$282.13) shall individually be set payable annually and in accordance with applicable agreements.

C. OTHER EMPLOYEES:

The salaries for other employees not already covered by a collective bargaining, meet and confer, or an individual agreement shall be adjusted annually according to the following procedures:

1. The supervisor is responsible for completing the employee's annual performance evaluation within 30 days of the employee's anniversary date in accordance with the Performance Appraisals Policy 3.9.

2. After the annual performance review has been completed, the employee, the Department Head and the County Administrator shall meet to discuss the respective wage adjustment based upon the following factors:

A. The County Administrator shall follow the uniform compensation guidelines, which includes the Hay wage chart.

B. The County Administrator should also consider market, employee performance, length of service, special skills, education, experience, pay equity, and rate at which the employee became fully competent in the position.

3. After the employee, Department Head and the County Administrator have discussed the respective wage adjustment, the County Administrator shall set and approve the new wage.
4. If the County Administrator or the employee believes that the position should first be evaluated according to other County policies, i.e. Market Rate Adjustment Policy or Comparable Worth Policy, the matter is forwarded to the Human Resources Manager for evaluation and recommendation to the Board in accordance to the respective policy before the wage is adjusted.
5. If the employee is not satisfied with the process or outcome, the employee has the option to appeal the decision of the County Administrator or Human Resources Manager to the Board, provided the appeal is made within 30 days and is in writing. The decision of the Board is final.