



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: November 8, 2016

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 20 minutes
Summary of Issue: Please see the attached memo.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Please see the attached memo, bottom of Page 2, for actions requested.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

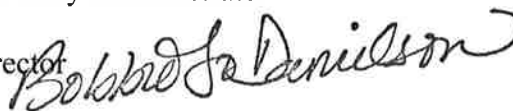
AITKIN COUNTY HUMAN RESOURCES

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To: Aitkin County Commissioners
Patrick Wussow, Interim County Administrator

From: Bobbie Danielson, HR Director



Date: November 2, 2016

Subject: Personnel Committee Recommendations

1. Non-union 2017 and 2018 wages

1/1/2017 3% general adjustment (up to scale maximum).

1/1/2017 \$575 one-time lump sum payment (taxable income) to all full-time non-union employees who have 15 or more consecutive years of service with Aitkin County as of 12/31/2016.

1/1/2018 0% general adjustment, plus 2.9% merit adjustment for employees whose wage is below the maximum of the appropriate wage schedule.

1/1/2018 \$575 one-time lump sum payment (taxable income) to all full-time non-union employees who have 15 or more consecutive years of service with Aitkin County as of 12/31/2017.

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

A non-union meet and confer meeting was held on 11/1/2016. The following input was received from staff at that meeting related to wages: Implement the Pay for Performance model that was proposed to Burkett in March 2016. Would prefer the \$575 lump sum dollars be added to base pay so it compounds annually. Would prefer a higher percentage wage increase over the pattern wage settlement in recognition of FLSA exempt staff that is required to cover and work additional hours without overtime compensation and respond to after hour calls. Implement midpoint language on the new wage scale that would advance all staff with 5 or more years of service to the midpoint of the applicable wage range.

2. Health Insurance

Employer contributions towards health insurance and HSA will be consistent with the Afscome Courthouse unit. (See attached.) The waiver will be \$2,750 in 2017. The Personnel Policy will be updated to reflect these changes.

3. Administrative Assistant Reclassification

Nate Burkett submitted the Administrative Assistant to the County Administrator job description to the consultant for re-evaluation prior to his departure. The consultant recommends the position be increased from Grade 5 to Grade 6. If the recommendation is adopted by the Board, by policy, the incumbent's wage will increase by 75 cents per hour, on the date of board adoption. Wage: \$19.79 to \$20.54 per hour (annual increase of \$1,560). Job title remains as is.

4. Christmas Eve

Christmas Eve. (The committee is split on this one.) County facilities will remain open on December 23, 2016. Afscome HHS, Afscome Courthouse, and Local 49 employees (if not called in to snow plow or perform other emergency work) have the day off with pay, granted in a MOA attached to the collective bargaining agreements.

Teamsters unions do not have the day off. Should Non-union staff be granted the day off (or an alternative date as arranged with their supervisor)? Non-union has received the day off paid the past two years, consistent with Afscome and Local 49.

Will discuss considerable input received from non-union staff related to this item.

Action Requested

1. Motion to adopt the 2017-2018 wages as recommended, consistent with the wage pattern settlement.
2. Motion to authorize Administration to update the Personnel Policy consistent with the health insurance, HSA, contributions and related changes that will be effective on 1/1/2017.
3. Motion to approve the Administrative Assistant job classification at Grade 6, effective 11/8/2016, and the corresponding 75 cent per hour wage increase for the current incumbent.
4. Make final determination on whether or not non-union staff will receive a day off with pay in recognition of Christmas Eve.

ARTICLE 15

INSURANCE

Section A. Group Health Insurance and HSA

The Employer agrees to offer a Group Health Insurance plan equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier. The aggregate value of benefits provided by the group health insurance contract for employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

HSA Compatible Plan	Employer's Share of the Premium per month	Employee's Share of the Premium per month
Single	\$502.48 per month for 2017. To be determined for 2018.	\$0/month for 2017. \$0/month for 2018.
Single + 1	\$1,005.24 per month for 2017. To be determined for 2018.	\$150.00/month for 2017. \$150.00/month for 2018.
Family	\$1,142.82 per month for 2017. To be determined for 2018.	\$300.00/month for 2017. \$300.00/month for 2018.

The Employer's contribution shall not exceed the cost of the premium.

The employer may offer a waiver plan by county policy.

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Effective January 1, 2017, the Employer shall make a contribution to each eligible employee's HSA account, pro-rated by pay period [over 24 pay periods per year], as follows:

Single	\$2,260 per year, pro-rated by pay period
Single + 1	\$3,260 per year, pro-rated by pay period
Family	\$3,260 per year, pro-rated by pay period

Eligible employees will receive a pro-rated HSA contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

The Employer shall be obligated to make only one (1) HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.