



Committee Charter: Wadena County Personnel Committee

County Board _____ 2021

Overview: The Wadena County Personnel Policy manual established guidelines for all employees of Wadena County. In addition, labor contracts and the merit system have negotiated practice and policy for employees and the employer.

Article 3 of the Personnel Policy manual states that the County Board has the final authority for decisions relating to: Policy, Budget, Technology, Organizational Structure, and Delegation of Representation. (Sections 3.01-3.05).

The County Board delegates the responsibility and authority to Department Heads for Personnel Decisions and their Department Structure for: Personnel Decisions, and Department Structure. (Sections 3.06).

Article 5.08 provides authorization to refill an existing position, if the position has been budgeted for as approved by the County board. The County board reserves the right to require prior notification to the County Board for authorization to fill vacancies if budgetary consideration and/or greater management control is needed as determined by County Board Resolution.

Purpose: The purpose of the Personnel Committee is to assist, advise, and make recommendations on personnel matters to Department Heads and the County Board.

Composition: The County Board Chair and Vice Chair shall be members, allowing if possible, for one member carryover from the previous year. In addition the County Attorney, County Human Resources Director and the County Coordinator shall constitute the Personnel Committee.

2021 Members

Sheldon Monson, Commissioner

Jon Kangas, Commissioner

Kyra Ladd, County Attorney

Ryan Odden, County Coordinator

Jennifer Westrum, Management Team Chair

Responsibilities:

1. The Personnel Committee review and make recommendations to the Department Heads and the County Board on such issues, but not limited to; retirements, resignations, replacement, recruitment, department restructuring, and employee discipline.

2. The Personnel Committee will review staffing requests by Department Heads by reviewing: reason, funding sources/budget impact, grade/step, current job description and date of last update, anticipated timelines, and interview process.

3. The Personnel Committee will advise the Director of Human Resources and Department Head on employee discipline and when to involve the outside Labor Attorney.

4. The Personnel Committee will work with Department Heads to strive for consistency with step placement including recognition of the market and candidate experience. The Personnel Committee will make recommendations regarding Hay/Comparable Worth studies and authorize engagement of consultant(s) on Personnel Related matters.

5. The Personnel Committee will review the needs and make recommendations as presented by Department Heads in such areas as: management and employee training needs, evaluation, temporary or seasonal help, and impact of new State and Federal requirements.

Meeting Schedule: The Personnel Committee will set a yearly schedule at the first meeting of the year. The 2021 schedule will be meeting at 8:30 to 9:30 AM on the fourth Monday of each month. All agenda items are due to the Coordinator by noon on the prior Thursday. If no requests are received the meeting may be cancelled, by the Coordinator in consultation with the County Attorney. Special circumstances may necessitate an interim meeting as determined by the committee members.

Decision Making:

The role of the Personnel Committee is to give advice and direction to a Department Head and/or Coordinator regarding position replacement and restructuring. The committee will review existing policy, labor contracts, State and Federal Statutes and give approval to carry items to the County Board for approval. The Personnel Committee shall consult with the Budget Committee relative to fiscal matters. In the case of denial of filling a vacant or new position, a Department Head may appeal to the full County Board.

Reporting:

The Coordinator shall maintain a notebook of all committee agendas and notes. Each Department Head will report key actions to the Management Team, subject to Data Privacy laws. The Commissioner Representatives will summarize key actions to the County Board during their monthly report.

Annual Review:

Charter: The committee shall review this charter annually at the first meeting of January.

Goals: The Personnel Committee acts as an agent of the County Board and should set annual goals to be accomplished.

2021 Goals

- 1. Employee recognition event**
- 2. Employee recognition at County Board**
- 3. Formal Annual Performance Evaluation Process**