



**Committee Charter: Wadena County Personnel Committee**

**County Board: 2026**

Overview: The Wadena County Personnel Policy manual established guidelines for all employees of Wadena County. In addition, labor contracts 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 and Personnel Decisions. The County Board delegates the responsibility and authority to Department Heads for Personnel Decisions and their Department.

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, Chair of the Management Team, Deputy County Administrator, and the County Administrator shall constitute the Personnel Committee.

**2026 Members**

Board Chair

Board Vice Chair

County Attorney

County Administrator

Management Team Chair

Deputy County Administrator

**Responsibilities:**

1. The Personnel Committee shall review and make recommendations to Department Heads and the County Board on issues, including but not limited to: retirements, resignations, replacement, recruitment, department restructuring, and employee discipline.
2. The Personnel Committee shall review staffing requests by Department Heads by reviewing reasons for the change, funding sources/budget impact, grade/step, current job description, date of last update to the job description, timelines with the staffing change, and interview process.
3. The Personnel Committee will work with Department Heads to strive for consistency with step placement including recognition of the market and candidate experience.
4. The Personnel Committee will review the needs and make recommendations presented by Department Heads in such areas, including but not limited to: management and employee training needs, evaluations, temporary or seasonal help, and impact of new state and federal requirements.

**Meeting Schedule:** The Personnel Committee will meet at 8:30 a.m. on the third Monday of each month. All agenda items are due to the Deputy County Administrator by noon on the prior Monday. If no requests are received, the meeting may be cancelled by the Deputy County Administrator in consultation with the committee members. 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 County Administrator and/or Deputy County Administrator regarding staffing replacement and/or restructuring. The committee will review existing policies, labor contracts, State and Federal Statutes and give approval to carry items to the County Board for approval. If the Personnel Committee does not support of filling a vacant or new position, a Department Head may appeal to the full County Board.

**Reporting:**

The Deputy County Administrator shall maintain a copy of all committee agendas and notes. The Commissioner Representatives will summarize committee meeting to the County Board during their Commissioner Reports.

**Annual Review:**

- Charter: The committee shall review this charter annually at the first meeting of January.
- Goals: The committee should set annual goals to ensure efficiencies with county personnel and policies.