

SCOTT COUNTY PERSONNEL ACTIONS

BOARD MEETING: February 19, 2009

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
None				

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Emily Winslow Treasurer	Multi-service Clerk	\$25,750 - \$27,560	02/04/09	Successfully completed probation

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Daniel Furlong Sheriff	Deputy Sheriff	\$41,850 - \$43,742	Step 2	02/25/09
Thomas Leonard Sheriff	Deputy Sheriff	\$41,850 - \$43,742	Step 2	02/25/09

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Kimberly Shepherd County Attorney	Attorney I	\$61,785 - \$64,565 (4.5%)	108.156%	01/02/09
Kathy Andresen Health	Public Health Nurse	\$55,885 - \$57,562 (3.0%)	112.377%	03/05/09
Brooke Barnes Health	Community Health Consultant	\$42,730 - \$44,867 (5.0%)*	89.25%	02/28/09

*First or second review following appointment or promotion. Salary adjusted 5% if not above 95% of midpoint & employee receives rating of 3 or better.

BONUS

Employee/Department	Position	Effective Date
Ronelle Carzoli Treasurer	Multi-service Clerk	11/04/08
Rita Harkins County Attorney	Case Expeditor	01/12/09
Rachelle Kunde Sheriff	Deputy Sheriff	01/12/09
Linnea Juarez Conservation	Clerk II	01/24/09
Denny Coon Health	Public Health Services Coordinator	02/08/09
Robin Kingsley Auditor	Platroom Specialist	02/09/09

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Kevin Wittrock FSS	Custodial Worker P/T	07/02/07	02/02/09	Discharged

REQUEST TO FILL VACANCIES

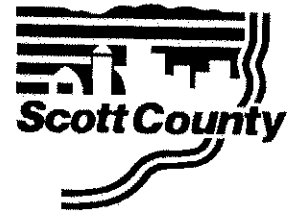
Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Custodial Worker P/T FSS	Vacant 2/2/09	ASAP	Kevin Wittrock	

TUITION REQUESTS

Employee/Department	Position	Course of Study	Course dates(s)
None			

HUMAN RESOURCES DEPARTMENT
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Date: February 17, 2009

To: Dee F. Bruemmer, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Request to Fill - Part-time Custodial Worker

The FSS Department has requested the opportunity to recruit for a vacant position of a part-time (.45 FTE) Custodial Worker. The position does not qualify for health benefits. It is Hay pointed at 130, with a starting wage of \$12.09 in the AFSCME unit. The cost of this position annually is \$12,934 (includes IPERS and FICA). According to FSS the failure to fill this position will have the following affect:

Each .45 custodial position cleans 20,000 square feet of building per day. That work includes emptying trash, gathering recyclables, dusting, cleaning glass, cleaning and stocking restrooms, etc. - normal daily cleaning. We could shift some duties around to accommodate not filling this position, however, it would result in 936 fewer man-hours each year for scheduled tasks such as cleaning carpets, stripping and waxing floors, cleaning air vents, deep cleaning, etc. This represents 20% of our available time for such tasks and would mean that numerous items would be completed only once per year rather than twice or possibly not being completed at all in a year's time.

The loss of these hours would be noticed in a relatively short period of time in a 20% reduced capacity to complete the above work. Much of this work relates to protecting and maximizing the life-cycle of our investments in our facilities. We would notice that floor and wall coverings would require replacement more often and our building environments would not meet our current standards. These standards are based on providing clean and healthy environments for visitors and our employees.

Thus, I concur with the FSS recommendation to fill the part-time custodial worker vacancy at this time.

Cc: Dave Donovan, FSS Director