

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA  
and Meeting of the Anoka County Board of Commissioners\*\***

Commissioners West (Chair), Braastad, Reinert, and Schulte

FOR THE AUGUST 23, 2022, MEETING

8:45 A.M.

County Board Room #705 - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.
2. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, consider the following personnel transaction:

A. New Position - Administration/Medical Examiner's Office - effective September 19, 2022  
- PC#2022003449

1.0 FTE            Office Investigator - Grade B010, range \$19.67 to \$29.80 per hour.

**See attached** position action form.

3. Consider recommending approving Resolution #2022-M15, A Resolution Approving the Collective Bargaining Agreement Between Anoka County and The American Federation of State, County and Municipal Employees Council 5 Representing the Probation Officer/Probation Officer Aide Unit for The Calendar Years 2022 Through 2024 (Contract #C0009444). **See attached** resolution.

**If approved by the Management Committee, this item may move directly to the county board for approval on August 23, 2022.**

4. Consider recommending approving additional 2022 proposed revisions to the Anoka County Personnel Rules and Regulations. **See attached** action item worksheet.

**If approved by the Management Committee, this item may move directly to the county board for approval on August 23, 2022.**

*\*\* Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

# POSITION ACTION APPLICATION REQUEST

<b>Department</b> Medical Examiner
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<b>Action requested</b>	Anoka County dba Midwest Medical Examiner's Office is requesting a 1.0 FTE Office Investigator - Forensic position to be added in 2022 as part of the unanticipated Lincoln, Otter Tail, Grant, Red Lake Nation Hospital, and upcoming Pope County agreement for medical examiner services. At the 08/16/2022 IG Committee, this request was approved and recommended to move forward to the Management Committee.
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<b>Background</b>	<p>Anoka County dba Midwest Medical Examiner's Office is requesting a 1.0 FTE Office Investigator - Forensic position to be added in 2022 due to the unanticipated contract additions including Lincoln, Otter Tail, Grant, Red Lake Nation Hospital, and the upcoming Pope County agreement for medical examiner services. Much like grants in other areas that can't be anticipated, these contracts were not anticipated generating additional revenue but also an additional staff person to cover the increased volume of investigations so meet the criteria for a mid-year request of a position.</p> <p>Adding a 1.0 FTE Office Investigator Forensic will offer a proportionate staffing compliment to ensure consistent operations with the new county addition. Funds from the new agreements previously approved with Lincoln, Grant, Otter Tail and Red Lake Nation Hospital, and the new Pope agreement and cremation approvals will help offset the new FTE (if approved).</p> <p>Present Investigation Division Staffing Levels:                  (1.0 FTE) Supervisor of Investigations                  (8.0) FTE Office Investigator - Forensic</p> <p>Proposed Investigation Division Staffing:                  (1.0) FTE Supervisor of Investigations                  (9.0) FTE Office Investigator - Forensic</p>
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<b>Recommendations</b>	Requesting approval and hire the 1.0 FTE Office Investigator Forensic in 2022.
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Funding source	Budget adjustment current year	Budget adjustment future years
Additional revenue or fees	\$0.00	\$0.00

<b>Funding description</b>	<p>Lincoln, Grant, Otter Tail, and Pope will be billed per autopsy with a \$125/month administrative fee or \$1500/year, including other associated fees as outlined in the 2022 Midwest Medical Examiner's Office Fee Schedule. Additional sources of funding are from cremation approvals in each county at \$50.00/each. Red Lake Hospital is billed at the hospital rate that includes autopsy charges, neuropathology and cardiac pathology testing.</p> <p>A portion of the revenue from the Pope, Lincoln, Grant, Otter Tail, and Red Lake Nation Hospital funds agreement will assist to offset the costs associated with the new FTO.</p>
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<b>Who to contact with questions</b> Shane Sheets, Director
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<b>Submitted by</b> Shane Sheets	Digitally signed by Shane Sheets Date: 2022.08.18 09:04:18 -05'00'	<b>Date submitted</b> 08/18/2022
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**RESOLUTION #2022-M15**

**A RESOLUTION APPROVING THE  
COLLECTIVE BARGAINING AGREEMENT BETWEEN ANOKA COUNTY  
AND THE AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES COUNCIL 5 REPRESENTING  
THE PROBATION OFFICER/PROBATION OFFICER AIDE UNIT  
FOR THE CALENDAR YEARS 2022 THROUGH 2024  
(CONTRACT #C0009444)**

WHEREAS, representatives of Anoka County and representatives of the American Federation of State, County and Municipal Employees Council 5 (AFSCME) representing the Anoka County Probation Officers working in the Institutions and Probation Officer Aides bargaining unit have negotiated a three-year labor agreement for the term January 1, 2022, through December 31, 2024; and,

WHEREAS, the attached document (Exhibit A) summarizes the substantive agreement between the parties on the tentative agreement:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, hereby approves the tentative agreement and that the chief negotiator for the Anoka County Board of Commissioners is authorized and directed to prepare contract documents incorporating this tentative agreement, and further, that upon receipt of the three original contracts executed by the Union, the Anoka County Board Chair, County Administrator, Chief Human Resources Officer, labor negotiator and other appropriate individuals be authorized and directed to execute the original contracts and documents.

To: Anoka County Board of Commissioners  
From: Scott Lepak, Chief Labor Negotiator  
Date: August 11, 2022  
Re: Probation Officer/Aide Unit Tentative Agreement

Representatives of the County and the American Federation of State, County and Municipal Employees (AFSCME) reached a tentative agreement covering the essential probation officer/aide bargaining unit. These negotiations were undertaken to replace the prior collective bargaining agreement which expired on December 31, 2021. The union notified the County on August 11, 2022 that it ratified the tentative agreement.

**The major substantive changes to the prior contract are as follows:**

1. Article 22. Duration. Three year agreement for calendar years 2022-2024. This is consistent with the other settled union contracts.
2. Article 18. Compensation. Provide the following adjustments:

Probation Officer Assistant:

2022

- Adjust start rate to \$23.46 (Current start rate is \$20.92).
- Employees currently on probation will be placed at new starting rate of \$23.46. Move to \$24.63 after successfully completing probation (5% increase).
- Employees hired 2020 and later who have successfully completed probation will be moved to \$24.63. There would be no further merit increases in 2022 for this group.
- Employees hired 2019 and earlier will receive a merit increase of 3% or \$1.00 per hour, whichever is greater. Ten employees will also need internal equity adjustments averaging approximately \$1.00 per hour.

2023

- Hiring rate increases by 3% to \$24.17.
- Employees on probation will placed at that new rate and will receive 5% upon successful completion of probation. No further merit increases in 2023 for this group.

**EXPERIENCE | TRUST | RESULTS**

Charles M. Seykora  
Beverly K. Dodge  
James D. Hoefft  
\* Joan M. Quade  
\* John T. Buchman  
Scott M. Lepak  
William F. Huefner

Bradley A. Kletscher  
Timothy D. Erb  
Karen K. Kurth  
Adriel B. Villarreal  
Tammy J. Schemmel  
Carole Clark Isakson  
Joseph J. Deuhs, Jr.

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Thomas R. Wentzell  
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in Wisconsin

**Of Counsel**  
Jeffrey S. Johnson  
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Elizabeth A. Schading  
James H. Wills

- Employees who have successfully completed probation as of December 31, 2022 will receive 3% merit increase plus \$.50 internal equity adjustment.

2024

- Hiring rate increases by 3% to \$24.90. Employees on probation will be placed at this new rate and will receive 5% probation increase. No further merit increases in 2024 for this group.
- Employees who have successfully completed probation as of December 31, 2023 will receive 3% merit increase.

Probation Officers:

2022

- Those who are Probation Officers on January 1, 2022 will receive 3% merit increase or \$1.00 per hour, whichever is greater.

2023

- Those who are Probation Officers on first day of first pay period in 2023 will receive 3% merit increase.

2024

- Those who are Probation Officers on first day of first pay period in 2024 will receive 3% merit increase.

Add the following language:

The parties agree that the Employer may unilaterally increase the salary range applicable to the bargaining unit classification during the term of the 2022-24 collective bargaining agreement in the event that the Employer determines that such increase is warranted based on the Employer's review of the applicable external market for the classification.

Note: Retro adjustments would be limited to employees currently employed by the County on the date of ratification of the tentative agreement by the County Board.

3. Memorandum of Agreement. Enter into a new Memorandum of Agreement establishing a 3 year pilot program on shift trades. At the end of the collective bargaining agreement the pilot program will end unless mutually continued by the parties. It provides, in relevant part, as follows:
  1. Employees in the same Grade who are qualified and capable may mutually agree to exchange days or shifts with the prior approval of their supervisor or supervisor designee.
  2. The agreement to exchange shifts with each another must be made freely and without coercion, direct or implied.
  3. The exchanged work must be in the same capacity.

4. In the event that the County pay system can track shift exchanges over the 28 day cycle, exchanges must be within the same 28 day cycle. In the event that the County pay system is not able to track shift exchanges over the 28 day cycle, exchanges must be within the same pay period.
5. An employee may not be involved in more than five (5) trades in the same calendar year.
6. In no instance will a trade occur which will result in the payment of overtime under state or federal law.
7. All requests for exchanges must be reduced to writing and must state the exact days and times of the trades of both employees that are involved in the shift exchange request.
8. Employees failing to work on the payback day will have such absence addressed based on the reason for the failure. Such employee will then be prohibited from a future shift trade for six months following the failure to work unless such prohibition is waived by the County in its sole discretion.
9. Cancellation of a previously excused shift exchange can only occur if neither part of the exchange has occurred and is subject to mutual agreement of all parties involved, including the supervisor.

The County may, in its management discretion, deny shift trades as needed in order to retain effective operations as well as avoiding unreasonable burdens on any particular employee or group of employees (for example employees seeking trades in order to avoid recurring work on a particular day such as a weekend, holiday or other preferred shift as may be identified by the County).

4. Housekeeping changes:
  - a. Article 6. Hours of Work. Drop language in Section 7 (C) that was inconsistent with long time practice. Weekend evening shifts are eligible for the same shift differential as during the week.
  - b. Article 18. Pay Plan. Add a new Section 8 outlining the existing non-union benefit for work out of class.
  - c. Article 18. Pay Plan. Remove obsolete reference to the County's discontinued Deferred Compensation Plan Auto Enrollment and the County's Deferred Compensation Plan "Match the Minimum" Contribution.



# ANOKA COUNTY BOARD ACTION ITEM

August 23, 2022

Human Resources Department

ACTION REQUESTED	Approval of the 2022 proposed revisions to the Anoka County Personnel Rules and Regulations. If approved by the Management Committee, it is requested that the item move directly to the County Board for approval on August 23, 2022.
BACKGROUND AND SUMMARY OF PROPOSED REVISIONS	These items have been reviewed and recommended in consultation with the County Attorney's Office and County Administration.
<i>Section III F. Employee Relations Prohibited Political Activity</i>	Updated language to coincide with the recent agreements and changes in practice
<i>Section IV D. Appointment Process</i>	Updated practices for qualified candidates, medical examinations, workflow and notifications; References throughout entire section – <i>certify</i> changed to <i>approve</i> and <i>eligibility list</i> changed to <i>register</i>
<i>Section VI H Employee Separation Recall from Layoff</i>	Corrected reference to VI G.4
<i>Section IX B.1 Compensation Plan Beginning Salary</i>	Changed language to reflect current practices for beginning salary
<i>Section IX B.3e Salary for Employees Working Out of Class</i>	Corrected reference to IX B.3a
<i>Section IX B.3 Salary Upon Completion of: 3f) Initial Hire Probation 3g) Promotional Probation</i>	Removed these sections to reflect current practices. <i>Compensation</i> upon hire and promotion based on data from several factors reviewed. Probation <i>periods</i> administered in accordance with section V.
<i>Section XI C.3 Employee Benefits Medical Leave of Absence</i>	Clarifies medical leave of absence eligibility
<i>Section XI D.1b.1 Employee Benefits - Eligibility</i>	Clarifies benefits coverage start date for eligible hires
<i>Section XI G. Employee Benefits Deferred Compensation</i>	Condense reference to support changes to deferred compensation plans approved on 07/12/2022 Anoka County Board agenda
<i>Section XI L. Employee Benefits and Appendix E - Remote Work</i>	Added language to refer employees back to the policy, agreement and intranet for requirements, etc; Removed all outdated language in appendix E.
<i>Section XII B.12 Discipline - Just Cause</i>	Updated for changes to state law
<i>Section XX Appendix D Access Control and Security Policy</i>	Updated Tri County Regional Forensic Laboratory to Midwest Regional Forensic Laboratory

CONCLUSION	The Anoka County Personnel Rules and Regulations are reviewed annually for proposed revisions. Proposed revisions are identified, researched and analyzed in partnership with the Anoka County Attorney's Office and County Administration.
RECOMMENDATIONS	<p>Approval of the proposed revisions to the Anoka County Personnel Rules and Regulations, effective August 23, 2022.</p> <p>Following approval by the Anoka County Management Committee and Board of Commissioners, the updated Personnel Rules and Regulations document will be finalized and employees will be notified.</p>