

Agenda
Personnel Committee
West Olive Administration Building – Board Room
12220 Fillmore, West Olive, Michigan 49460
Monday, May 8, 2006
1:00 p.m.

Consent Items:

1. Approval of Minutes from April 11, 2006
2. Approval of Agenda

Action Items:

1. The County Of Ottawa Equal Employment Opportunity Plan
Suggested Motion:
To approve and forward to the Board of Commissioners the County of Ottawa Equal Employment Opportunity Plan for 2006.
2. Salary Placement Upon Promotion in the Unclassified Employee Group
Suggested Motion:
To approve and forward to the Board of Commissioners the modification of the Ottawa County Unclassified Personnel Benefits Manual by adding a new Section. In the existing section entitled SALARIES, to read as follows:
 4. Step Placement Following Promotion. If an employee is promoted from outside of the Unclassified employee group the employee shall be placed on the salary step (based upon the current salary schedule) of his/her new classification which is nearest (above or below) a five percent (5%) pay raise.

If an employee is in the Unclassified group prior to the promotion and the level of promotion is one grade (i.e. grade U06 to U07) the employee shall be placed on the salary step (based upon the current salary schedule) of his/her new classification which is nearest (above or below) a five percent (5%) pay raise. If the level of promotion is greater than one grade than the employee shall be placed on the lowest salary step which will afford the employee a pay raise that is a minimum of five (5%) per grade level with a maximum increase not to exceed fifteen percent (15%).

For purposes of this paragraph, the term “pay raise” shall mean an increase in the employee’s annualized earnings in his/her new classification, as compared with what the employee’s annualized earnings would have been in the old classification, when projected over the twelve (12) month period following the promotion.

If an employee is being promoted into a classification that is at or above Unclassified Pay Grade 09, the County Administrator may place the promoted employee at any step in the new pay grade that he deems appropriate.

3. Appointments to the Community Action Agency Advisory Board

Suggested Motion:

To approve and forward to the Board of Commissioners the applications of (none received), to fill two (2) Public Sector Members – to serve from October 1, 2006 until September 30, 2008.

4. Appointments to the Community Action Agency Advisory Board

Suggested Motion:

To approve and forward to the Board of Commissioners the applications of Zac Lau and Jean Carson, to fill three (3) Private Sector Members – to serve from October 1, 2006 until September 30, 2008.

Discussion Items:

1. Interview subcommittee
2. Reposting of appointment vacancies

Comments on the Day's Business: Limited to 3 minutes