

Business Employment Skills Team, Inc.
HR Committee Meeting Minutes
April 25, 2014

The HR Committee of the Business Employment Skills Team, Inc. was called to order at 2:00 p.m. by Chair Kathy Enbom. Kathy welcomed everyone for attending and asked everyone to introduce themselves.

MEMBERS PRESENT: Kathy Enbom, Wayne Reising, Jennifer Robbins

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Cindy Kulas, Sally Pflibsen, Matt Gingrich, Sarah Price, Dianna Schuler

Business Meeting

Insurance Policy Revision for Employees Age 65

Kathy reviewed for members the current insurance policy for employees age 65 and older. She said that BEST, Inc. now employs over 20 individuals and therefore the current policy needs to be revised. She said that Jo Ann had contacted the Social Security Administration, AARP and Tom Payton who is the insurance agent for BEST, Inc. regarding applicable laws and regulations. After a discussion it was to present the following policy to the BEST Board of Directors:

“At age 65 employees who are participating in the group health plan will be given an option to keep the current health plan **or** go with Medicare and a Medicare supplement with Plan D for prescription coverage. Premium payment for employees choosing to remain on the group health plan will be at the same rate as all other employees. In this case the plan will remain primary, and they may enroll in Medicare as their secondary carrier. Alternatively, an employee may elect to opt out of the group health plan and enroll in Medicare as their primary carrier, with a supplemental policy as secondary. Employees choosing this option may be reimbursed for the lesser of the cost of the Medicare and supplemental policies or the total amount of premium contributions currently being made for individual policies for other BEST employees. If a spouse/dependent of the employee is covered by the group health insurance at the time the employee is eligible for Medicare they will have the same options for health coverage as the employee. Documentation supporting the amount of the policy premiums must be submitted to the fiscal department monthly for reimbursement.”

Presentation of Proposed Changes to the Employee Handbook

Cindy Kulas, representing the HR Handbook Committee for the Business Employment Skills Team, Inc., provided members with a handout which summarized the recommended changes to the Employee Handbook. Cindy continued by providing members with an overview of the proposed changes and members discussed and provided their input.

SUMMARY OF MAJOR HR HANDBOOK CHANGES

2.4 Categories Of Employees (Page 8)

Part time employment; less than 37.5 hours of work per week
Probationary employees; 90 days (3 months) of employment

2.7 Hiring Of Relatives (Page 10 and Page 11)

Expanded the definition of “relative”

2.9 Probation (Page 12)

Probationary period is now 90 days (3 months)

2.11 Seniority (Page 12)

Rehired employees ...first 90 calendar days

3.1 Wage And Salary Administration (Page 14)

Base salaries changed to Salary Ranges
Longevity Increases; changed to start on 5th year anniversary at \$750, continue every 2 years with no cap after the 16th year

3.2 Performance Appraisals (Page 15)

Now being done by immediate supervisor

3.6 Compensatory Time (Page 15)

Policy clarified of when to use comp time

3.11 Flex Hours for Summer (Page 16 and Page 17)

Changed to “Most offices will be open...”

New policy identifies the set schedule of work hours and days of the week and the beginning and end time frame of flex hours

4.1 Health/Life Insurance (Page 17)

New policy which is being proposed for adoption by the Board on 4/28/14

4.3 Continuing Education (Page 18)

Changed to \$1500 per calendar year and made the policy broader to include a wider variety of continuing education opportunities

4.6 Travel Expenses (Page 19)

Mileage; Now stating that mileage will be reimbursed at the current IRS rate

4.7 Paid Time Off (Page 21 and Page 22)

Start earning PTO's at 3 months

After 16 years and every 2 years thereafter, add .29 hours

Increase the amt of PHO's that can be carried over in calendar year (now 300)

Employees will be granted 6 Holidays without having to use their PHO's

4.9 Other (Page 23)

Staff must provide a copy of their valid DL and auto insurance card

4.12 Social Media - Acceptable Use (Page 26)

Clarified/expanded policy for sharing BEST postings to their personal Facebook page

5.2 Non-occupational Illness or Injury (Page 28)

Approved leave is “for each occurrence”

Continued pay starts after PHO's are exhausted

Reduced work schedule requires verification by a physician with no maximum

5.3 Bereavement (Page 29)

Funeral is changed to Bereavement
Immediate Family is expanded

5.6 Personal Leave (Page 30 and Page 31)

Eliminated the leave time based on length of service to now being a maximum of 4 weeks within a calendar year
Policy has been expanded and clarified

6.4 Dress Code (Page 34)

Policy has been expanded and clarified
Added that casual dress is permitted year round on the last day of the employees work week

20 Credit Card Usage and Reporting (Page 76)

Reporting to CFO has been changed to report to Executive Director/Fiscal Operations

In summary, HR Committee members recommended to remove the Organizational Chart, Job Descriptions, Salary Structure, Longevity Increases, Electronic Usage, Code of Conduct, Conflict of Interest, Record Retention, Audit Committee, Whistleblower and other policy that needs to be updated on an annual basis.

Members also agreed to review the Holiday and Paid Hours Off Policy with input from the BEST Board of Directors. During a brief discussion, HR Committee members suggested that Holidays be removed from the Paid Hours Off system. Members also discussed the concern for the amount of Paid Hours Off allowed to be carried forward. Jo Ann informed members that BEST, Inc. does not have a short-term disability policy and therefore the Paid Hours Off can be used should an employee need to be out of the office for an extended period of time. Members expressed concern about the liability for the Paid Hours Off system. Pam informed members that BEST, Inc. has an accrued leave account which is reconciled on a quarterly basis to allow for employees who leave BEST, Inc. or for those on vacation and/or leave.

Pam informed the HR Committee that a Summer Flex schedule was being presented to the BEST Board at their next meeting. After discussion, the HR Committee recommended that Mondays not be allowed as a Flex Day since that appears to be the busiest day in all offices.

A lengthy discussion followed regarding the Dress Code Policy. The Employee Handbook listed appropriate and inappropriate attire which spurred conversation. The consensus for this topic resulted in that the Business Employment Skills Team, Inc. is a business and staff should dress appropriately and respectfully.

In closing, HR Committee members thanked the HR Handbook Committee for their hard work in reviewing and making recommended changes to the Employee Handbook. They acknowledged that many hours had gone into this project and they appreciated it. Staff was informed that they were able to leave the meeting if they choose.

Approval of Meeting Minutes

Wayne Reising motioned to approve the August 23, 2013 Meeting Minutes as presented. Motion was seconded by Jennifer Robbins and carried.

Other Business

Kathy informed members that each committee of the BEST Board will be asked to meet and set a direction and establish responsibilities. She said that she will address this matter at the next BEST, Inc. Board meeting and asked HR Committee members to think about responsibilities to list.

Members agreed to meet on Monday, June 2, 1:00 p.m. at Wipfli in Sterling.

Public Comments

Adjournment

With there being no further business, Jennifer Robbins motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 4:25 p.m.

Jo Ann Johnson