



## **MEETING NOTICE & AGENDA**

**Human Resource Committee**

**Thursday November 18, 2021**

**1730 W. North Avenue**

**Milwaukee, WI 53205**

**Noon – 1:00p**

**Virtual Meeting**

**If you are unable to attend this meeting, please call Abra Fortson at 414-906-2720.**

\*NOTICE is hereby given that the Committee may convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (c ), (e), (f), and (g) Wisconsin statutes, and may reconvene in open session to take action on items discussed.

This meeting was  
Posted with Less Than 24 Hours' Notice



***Human Resource Committee  
November 18, 2021  
SDC – 1730 W. North Avenue  
Virtual  
Milwaukee, WI 53205  
5:30pm***

**AGENDA**

- |  |                                  |
|--|----------------------------------|
| 1. Call to Order                                 | Committee Chair, Alfred Komolafe |
| 2. Roll Call                                     |                                  |
| 3. Compliance with Open Meeting Law              |                                  |
| 4. Adoption of Monday November 18, 2021 Agenda   | Action                           |
| 5. Approval of November 16, 2020 meeting minutes | Action                           |
| 6. SDC Annual Healthcare Renewal 2022            | Action                           |
| 7. SDC Policy Updates/Changes                    | Action                           |
| 7. Old Business                                  | Information                      |
| 8. New Business                                  | Information                      |
| 9. Adjourn                                       | Action                           |

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**Human Resource Committee**  
**Meeting Minutes**  
**Tuesday November 16, 2020**  
**5:30p – Virtual**

**Committee Members:**

Chairman Craig Sanders, Vice-Chair Benjamin Rucka, Dr. Valencia Brown, Torre Johnson & John Jacobs

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**1. CALL TO ORDER**

Craig Sanders called the meeting to order at 5:36pm

**2. Roll Call**

**Members Present:**

Craig Sanders  
Ben Rucka  
Dr. Valencia Brown  
John Jacobs

**Committee Members Excused:**

Torre Johnson

**Members Absent:**

None

**Board Members Present:**

None

**3. Compliance with Open Meetings Law**

It was confirmed by Abra Fortson, that the meeting was in compliance with Wisconsin Open Meetings Law.

**4. Adoption of the November 16, 2020 Meeting Agenda**

A motion was made by John Jacobs. to approve the November 16, 2020 meeting minutes. The motion was 2<sup>nd</sup> by Dr. Valencia Brown. The motion carried.

**5. Approval of the November 18, 2019 Meeting Minutes**

Ben Rucka made the motion to approve the meeting minutes from November 18, 2019. The motion was 2<sup>nd</sup> by Dr. Valencia Brown. The motion carried.

6. Pamela Johnson also reviewed the 2021 Employee Benefits Plan. Ben Rucka made the motion to move the recommendation forward for approval to the full Board of Commissioners. The motion was 2<sup>nd</sup> by John Jacobs. The motion carried.

7. **Old Business – None**

8. **New Business**

A motion was made by Dr. Valencia Brown to convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (c), (e), (f), and (g) Wisconsin statutes, and may reconvene in open session to take action on items discussed. The motion was 2<sup>nd</sup> by John Jacobs. The Committee convened in closed session.

**A roll vote was taken:**

Craig Sanders – Yes  
Benjamin Rucka – Yes  
Dr. Valencia Brown – Yes  
John Jacobs – Yes

**No action was taken.**

9. **Announcements – None**

10. **Adjournment**

11. The meeting adjourned at 6:30p

*Meeting minutes respectfully submitted by Abra Fortson*

### **Meal and Rest Breaks (18)**

Employees who work more than six (6) hours per day may take a ~~30 60-minute~~ ~~(30 minute~~ unpaid ~~and 30 minute paid)~~ meal break each day. ~~If a nonexempt employee is required to work through a meal break, he or she will be paid for the 30 minute unpaid period.~~ Employees are also entitled to one 15-minute rest period during each continuous four hours of work. Employees may combine the rest breaks to create a 60-minute (30 minute unpaid and 30 minute paid) meal break each day. Meal and rest breaks will be scheduled and approved by the department supervisor or manager.

### **Introductory Employment Period (18)**

Every employee's initial three months of employment constitutes an initial employment training period. The employee's performance may be reviewed and evaluated in writing by the supervisor prior to the end of this period.

If an employee's performance is considered unsatisfactory by their supervisor during the first three month period, the employee may be terminated. In cases where performance is not sufficiently satisfactory ~~to merit regular status~~, nor sufficiently lacking for immediate dismissal, the initial employment period may be extended up to an additional three months. With the approval of Human Resources, the supervisor may complete a performance improvement plan and the employee's performance will be re-evaluated at the end of that time to determine employment status.

~~Employees who are transferred or promoted to a new position are subject to an initial employment training period in the new position unless approved by Human Resources. Employees may utilize their accrued benefits. The initial employment period may be extended by the same number of days when accrued benefits are used.~~

### **Vehicle Operator's License (23)**

All employees whose job description requires driving a motor vehicle must have a valid driver's license and provide a copy to the Human Resources Department. Whenever such license is suspended or revoked, the employee must notify the Human Resources Department in writing **within 24 hours**. Traffic offenses must be reported within 24 hours or the next business day. Failure to notify the Human Resources Department shall be grounds for disciplinary action up to and including termination of employment. Annual driver check will be performed for all positions that require driving **a motor vehicle**. Employees must meet the ability to be covered by the agency's liability insurance.

## Holidays (42)

All regular full time and part time employees are eligible for holiday pay. Temporary status employees including summer employees are not eligible for holiday pay.

The following holidays are observed by the agency:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving Day
- Christmas Eve Day
- Christmas Day

If a holiday falls on a Saturday, it is observed on the preceding Friday; if it falls on a Sunday, it is observed on the following Monday.

Holiday hours will be paid in accordance with the employee's normal work hours. In all cases, employee's will receive the holiday(s) off in the week in which it occurs (exceptions to be approved by the supervisor and HRD) and be paid for the same number of hours they would have normally worked in that week. Employees may not work 40 hours plus receive holiday pay.

Employees whose normal work week is less than 8 hours per day will receive pay for their normal work hours for the holiday regardless of the day of the week on which the holiday falls (i.e. a person who normally works 4 hours per day on Tuesday, Wednesday and Thursday and a holiday falls on a Wednesday, they will be paid 4 hours for Wednesday and work the rest of their normal schedule).

Employees who have an unauthorized absence the day before or the day after a holiday will not be paid for that holiday.

If a program or site is open for business on a holiday, the employee who is required to work that day will be allowed to take another day off within 30 days after the holiday (exceptions may be made) or a day off prior to the holiday if that day off is in the same SDC pay period as the holiday.

## One Voice Media Policy and Guidelines

SDC seeks to provide clear, concise and consistent communications. All media inquiries should be channeled through the Marketing, Outreach and Communications Department (MOC). This policy was established to describe the agency's position with respect to interacting with media outlets. The agency has a One Voice Policy for any communication, statements and/or interviews with respect to SDC business, programs, and the Board of Commissioners (BOC). In order to provide consistent messaging, there will be one spokesperson on behalf of the agency. The Chief Executive Officer (CEO) will speak on behalf of the agency and the Chair of the Board of Commissioners will speak for the BOC. These will be the only authorized spokespeople unless otherwise determined and authorized by the CEO, BOC Chair and/or MOC Team.

Any contact (email, phone call or in-person) initiated by any media outlet, on any topic (crisis, agency policies, programs and/or services, client stories, etc.), will be directed immediately to the MOC team. If unavailable, the Executive Support Manager should be contacted. If neither is available, the inquiry is to be routed to the CEO.

The CEO, MOC team and/or Chair will control all messaging. All media contact is to be managed by the aforementioned contacts.

### 1) Social Media Acceptable Use

The agency encourages employees to share information with co-workers and with those outside the agency for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the agency has established the following guidelines for employee participation in social media.

**Note:** As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

- I. **Off-duty use of social media.** Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the agency considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.
- II. **On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference agency customers, or vendors without express permission. The agency monitors employee use of agency computers and the internet.
- III. **Respect.** Demonstrate respect for the dignity of the agency, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.
- IV. **Post disclaimers.** If an employee identifies himself or herself as an agency employee or discusses matters related to the agency on a social media site, the site must include a disclaimer on the front

page stating that it does not express the views of the agency and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the agency or the agency's business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from corrective action.

- V. **Competition.** Employees should not use a social media to criticize the agency's competition and should not use it to compete with the agency.
- VI. **Confidentiality.** Do not identify or reference agency clients/customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.
- VII. **New ideas.** Please remember that new ideas related to work or the agency's business belongs to the agency. Do not post them on a social media site without the agency's permission.
- VIII. **Links.** Employees may provide a link from a social media site to the agency's website during employment (subject to discontinuance at the company's sole discretion). Employees should contact the MOC department to obtain the graphic for links to the agency's site and to register the site with the agency.
- IX. **Avoid statements about the agency's future.** The agency is subject to public records law and has various funding sources; therefore writing about projected growth, grant awards, future services or plans must be appropriately managed and communicated by the MOC department.

## 2) Programs and Services

- I. Employees who are directly contacted by a reporter for comment as an expert on topics relating to their program areas or expertise must not answer any questions or make any statements. Instead, they should immediately direct the reporter to SDC's Marketing, Outreach and Communications Department for comment.
- II. All SDC employees must contact the MOC department and have approval before agreeing to an interview.
- III. If program managers or employees need to generate media coverage about a program, event, achievement, or any activity relating to the agency, they must complete a marketing request form and seek assistance from the MOC team. The MOC department has access to extensive media contacts and will work with staff to coordinate publicity or visibility for programs, events, or newsworthy issues.

## 3) Media

- I. Members of the media must obtain permission from the marketing department in advance to photograph, film, report or broadcast live from SDC property.



#### 4) Emergency/Crisis

- I. In the event of a major crisis, it is essential that an effective communications plan be put into effect to disseminate timely, accurate information and to ensure that inquiries are routed to the appropriate sources.
- II. In the event of an emergency, the executive team along with the Marketing, Outreach and Communications Department is responsible for the development and dissemination of all communications. The priority will be on maintaining timely and open communications with the staff, stakeholders, and media, providing complete and accurate information that has been confirmed about the emergency/crisis situation and SDC's response to the crisis at hand.

5) **Corrective Action.** Violations of this policy may result in corrective action up to and including termination of employment.

*Note:* Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.