

**KITTITAS COUNTY  
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**  
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Tuesday, March 11<sup>th</sup>, 2003  
10:00 a.m.

**TOPICS:**

- Department Restructure
- Union Matters
- Office Hours During the Lunch Hour
- Part-time Exempt Employee Transition

**ATTENDANCE:** Max Golladay, Perry Huston, Bruce Coe, Kirk Eslinger, Lisa Young

**DISCUSSION:**

Department Restructure

a) Fair

- There has been no word from Kathryn.
- Per Bruce she is supposed to be drafting an Org. Chart.
- Bruce will work on a job description draft.
- At this point help is not needed from HR.

Union Matters

- a) Corrections - Teamster Insurance Proposal (Reopener) – Update given to Board, direction given to staff.

Office Hours During the Lunch Hour

a) Review of Philosophy

- The BOCC would like to extend their office hours to run through the lunch hour. Max will meet with Julie to discuss schedule/coverage.
- This philosophy will be reviewed with the Department Heads.
- Kirk is updating the list of current office hours and will pass this to Max for review. Max will make a decision on implementation date.
- To be scheduled for the March 25<sup>th</sup> Agenda.

Part-time Exempt Employee Transition

a) Part-Time Exempt Nurses

- Nurses who work less than full-time have been made non-exempt.
- Kirk was asked about grandfathering vacation accrual, as it is different for exempt and non-exempt employees. Part-time nurses who previously earned a straight 14 hours per month (prorated to hours worked), will now follow the 10/12/14 schedule for non-exempt employees.
- The BOCC agreed with the decision not to grandfather.