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# **Le Sueur County, MN**

**Tuesday, June 28, 2016**

**Board Meeting**

## **Item 5**

**9:50 a.m. Human Resources (10 min)**

**Staff Contact:**



## Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057  
Telephone: 507-357-8517 • Fax: 507-357-8607  
Cindy Westerhouse – Human Resources Director

### **HUMAN RESOURCES AGENDA ITEMS June 28, 2016**

Recommendation to post the reclassification announcement for the full time Assistant Planning and Zoning in Environmental, Planning and Zoning, as a Grade 11, Step 1 at \$23.42 per hour. This position was reclassified through the Springsted SAFE Evaluation Program. The position was a Grade 10. It has been past practice that all positions that have been reclassified are posted internally.

Recommendation to place the County Attorney's clerical staff on the Le Sueur County's vacation and sick leave schedule; to accrue vacation and sick leave as outlined in the Personnel Policy Manual; enter the current vacation and sick leave balances, submitted by the County Attorney, into the Le Sueur County's payroll system and require the clerical staff to submit an electronic timecard each pay period.

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