

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA
AMENDED

COMMITTEE: Committee on Human Resources
DATE: Friday, June 10, 2016 **TIME:** 1:30 PM
PLACE: Eau Claire County Courthouse, Room 1301/1302
721 Oxford Avenue, Eau Claire, WI

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law
2. Review and approve minutes of the May 13, 2016 meeting.
3. Report on the Living Wage Ordinance, requesting an extension for discussion purposes pursuant to Eau Claire County Code 2.04.160 C/Information/Discussion/Action
4. Human Resources – Consideration, discussion, and recommendation of the following Eau Claire County policies:
 - a. Policy 517 – Out of Title Work
 - b. Policy 423 – Meal and Break
 - c. Policy 521 – On Call Pay
5. Human Resources –Review and Discussion- 2015 Skills Gap Update
<http://www.eauclaire-wi.com/documents/fall-2015-skills-gap-results-web.pdf>
6. Adjourn

COPIES TO:

County Clerk J. Loomis
County Administrator K. Schauf
Corporation Counsel K. Zehms
Committee on Human Resources: K. Clark/S. Miller/M. Beckfield/J.Gatlin/M. Conlin

Human Resources Department

DATE NOTICE POSTED AND SENT:

PREPARED BY: Jill Mangus, Human Resources Department

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

COMMITTEE ON HUMAN RESOURCES

Friday, May 13, 2016, 2:00 p.m., Room 3312

Location: Eau Claire County Courthouse
721 Oxford Avenue, Eau Claire, WI 54703

MINUTES

Members Present: Kathleen Clark, Mark Beckfield, Mike Conlin, Sue Miller, Judith Gatlin

Staff Present: Kathryn Schauf, Jamie Gower, Jill Mangus, Sara Bronstad

Other Staff Present: Diane Cable
Keith Zehms arrived at 2:17 p.m.

Members of the Public: Jack Connell, Eleanor Wolf

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 2:00 p.m.

Introduction of Judith Gatlin, new County Board Supervisor, from District 14 to the Committee on Human Resources.

Election of Chair:

Motion Sue Miller to elect Kathleen Clark as the Chair. Motion carried 5-0.

Election of Vice Chair:

Motion Mike Conlin to elect Sue Miller as the Vice Chair. Motion carried 5-0.

Appointment of Committee Clerk:

Motion Kathleen Clark to appoint Jill Mangus as the Committee Clerk. Motion carried 5-0.

Review and approve minutes of the April 8, 2016 meeting:

Motion Mike Conlin to approve minutes of the April 8, 2016 meeting as written. Motion carried 4 for and 1 abstained.

Referral from County Board/Ordinance/File #16-17/006/"To Create Chapter 2.95 of the Code: Living Wage"/Report Back to the County Board/Discussion-Action:

Motion Mike Conlin to postpone action and further discussion on Resolution #16-17/006 until the June 10, 2016 Committee on Human Resources meeting as members of the Committee are asking for additional information and need sufficient time to review before action can take place. If there is not sufficient time to gather the appropriate information, this topic may be postponed until the July 15, 2016 meeting. Motion carried 5-0.

Department of Human Services: Consideration and discussion of Resolution 16-17/012 adding two (2.0 FTE) Comprehensive Community Service positions. (CCS Supervisor and Service Facilitator):

Motion Mike Conlin to approve the position requests. Motion carried 5-0.

Human Resources – Per 2.04.440 All members of the Committee on HR received training in equal employment opportunity legal requirements and affirmative action programs:

The Committee requested the Affirmative Action Plan be placed on the County's website. The Affirmative Action Plan now has its own tab within the Human Resources Department page on the County website.

Human Resources – Update on Classification and Compensation Study:

The Human Resources Director provided a general update regarding the Classification and Compensation Study.

Human Resources – Career Venture 2016:

Several leaders from various County Departments participated in the Career Venture held on May 5, 2016 which is a hands-on career fair for 2,500 regional youth.

Adjourn.

Kathleen Clark declared the meeting adjourned at 3:47 pm.

Respectfully submitted,

Jill Mangus
Committee Clerk

TO THE HONORABLE EAU CLAIRE COUNTY BOARD OF SUPERVISORS

Committee on Human Resources

File No. 16-17/006

ANALYSIS

The Committee on HR is reviewing the proposed Living Wage ordinance. The committee has asked the staff for additional information and will report back when the committee has had a chance to fully consider all of that information and implications.

RECOMMENDATION

BE IT RESOLVED by the Eau Claire County Board of Supervisors that File No. 16-17/006 has been extended for an additional 60 days for review and discussion purposes pursuant to Eau Claire County Code 2.04.160 C.

I hereby certify that the foregoing correctly represents the action taken by the undersigned committee on June 10, 2016 by a vote of _____ for, _____ against.

Kathy Clark, Chair
Committee on Human Resources

JG



Living Wage Ordinance- Potential Impact for the ADRC

Specialized Transportation

- Ordinance would apply to the 85.21 contract beginning January 1, 2018
- Per Abby Vans, they would still bid on the RFP. We should expect a price increase of at least 30%. Based on the 2016 budget for transportation, this would equate to **\$67,000+** to continue the program at its current level of service.
- There are currently 2 components of the paratransit contract. The first and largest component is the County's contract with the City of Eau Claire. The City of Eau Claire then contracts with Abby Vans to provide para-transit services during the same hours the city bus operates. The second component the County contracts directly with Abby Vans to provide specialized transportation services outside of the normal bus hours as well as to provide rides to Eau Claire County residents needing to travel outside of the County (i.e. ECC resident needs to get to the VA in Chippewa).
- The contract with the City of Eau Claire totaled \$176,309.04 in 2015. The contract with Abby Vans totaled \$49,842.32 in 2015.
- There are no additional grant funds to support an increase. To continue at the current level of service, additional levy dollars would be required. Otherwise, we would likely need to eliminate the after-hours and out of county program OR we would need to limit the number of rides given per month.

Nutrition- Meals on Wheels & Congregate Dining

- Ordinance would apply to our contracts with Sacred Heart Hospital, Augusta Nursing Home and potentially Fall Creek Nursing Home beginning January 1, 2018 *if* we can renew, negotiate and finalize our 2017 contracts prior to the ordinance being signed. We are working on this now.
- Per Sacred Heart Hospital, they *may* continue to contract with the County. If they do, we can expect a minimum increase per meal of \$1.25 or 32%. Current meal price is \$3.91. Based on the total meals served in 2015, this would be a minimum increase of **\$80,000**. If Sacred Heart would decide to no longer contract with the County as the nutrition vendor, there is a concern over finding someone else that will as they were the only organization to bid on our last RFP.
- Additional time is needed to discuss potential impact with Augusta Nursing Home and Fall Creek Nursing Home.
- There are no additional grant funds to support an increase. The nutrition program is currently underfunded without an increase in cost to operate. To continue at the current level of service, additional levy dollars would be required. Otherwise, we will likely need to implement a waiting list for service, or, decrease service in the certain areas of the county (i.e. serve only 3 days week, discontinue service to rural areas, etc.).



Supportive Home Care & Respite

- Currently, all supportive home care and respite contracts fall under \$30,000 annually. However this is likely to change as need and demand increases with the aging population. Unsure what fiscal impact would be on these contracts. Additional time is needed to discuss potential impact with the providers.



FINANCE DEPARTMENT



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June 6, 2016

ACA

Affordability test: Health insurance premium must not be more than 9.5% of household income (at 100% FPL). For example: $\$11,770 * 9.5\% = \$1,118.15$ per year or $\$93.18$ per month. This coverage is for a bronze plan. Calculations are based on one person (single plan). ECC's current lowest single plan costs $\$61.03$ per month.

Minimum essential coverage: Coverage needed to avoid individual mandate penalty (all employer-sponsored health plans meet this requirement).

Essential health benefits: Benefits that must be covered by a plan offered through the healthcare exchange (all employer-sponsored health plans meet this requirement). There are ten categories:

- Ambulatory patient services
- Emergency services
- Hospitalization
- Maternity and newborn care
- Mental health and substance abuse disorder services
- Prescription drugs
- Rehabilitative and habilitative services and devices
- Laboratory services
- Preventive and wellness services and chronic disease management
- Pediatric services, including oral and vision care

Minimum Value: Plan covers 60% of claim costs (bronze plan).

***Note: Benefit and premium comparisons are difficult to benchmark community-wide due to the vast differences in plan design.

2015 VENDOR LISTING GREATER THAN OR EQUAL TO \$30,000

Vendor	General County	DHS
1 Abby Vans	◆	◆
2 ADS Waste Holdings, Inc. (I.E. Advanced Disposal)	◆	
3 All Season Tire Co	◆	
4 Alliance Counseling And Consulting, Inc.		◆
5 Aramark Correctional Services Inc	◆	
6 Arbor Place, Inc		◆
7 AT & T	◆	
8 Augusta Area Home Inc	◆	
9 Augusta Nursing Home	◆	
10 Aurora		◆
11 Belco Vehicle Solutions LLC	◆	
12 Bolton Refuge House		◆
13 Boxx Sanitation LLC	◆	
14 Brotoloc Health Care Systems, Inc.		◆
15 Caillier Clinic, Ltd		◆
16 Cesa #10		◆
17 Chippewa River Industries		◆
18 Clark County Health Care Center - WEHSC		◆
19 DBA Creating Wholeness		◆
20 Diana Stafford		◆
21 E O Johnson Company Inc	◆	
22 Fabick Cat / Fabco	◆	
23 Fall Creek Nursing Home	◆	
24 FMLA Source	◆	
25 Garlick's CBRF		◆
26 Gudmanson Adult Family Home		◆
27 ISS Facility Services	◆	
28 Knight, Deborah		◆
29 Larson Companies	◆	
30 Le Phillips Career Development Center, Inc		◆
31 Lutheran Social Services Of Wisconsin And Upper Michigan, Inc.		◆
32 Mattison Contractors Inc	◆	
33 Mayo Clinic Health System		◆
34 Mission Health LLC		◆
35 NeoGov	◆	
36 New Hope CBRF, Inc.		◆
37 New Hope Hallie, Inc.		◆

	Vendor	General County	DHS
38	Northwest Counseling & Guidance Clinic, Inc.		◆
39	O'Brien Interpreting Services		◆
40	Oium Asphalt Paving Inc	◆	
41	Provyro Waste Services LLC	◆	
42	Reach, Inc.		◆
43	Realiving	◆	
44	Rem Wisconsin III, Inc.		◆
45	River States Truck & Trailer Inc	◆	
46	Sacred Heart Hospital	◆	
47	Senn Blacktop Inc	◆	
48	Simplex Grinnell	◆	
49	St. Joseph's Hospital Of The Hospital Sisters Of The Third Order Of St. Francis - Rehab		◆
50	Staples Business Advantage	◆	
51	Summit Adjusting Service	◆	
52	Tradewinds Residence Inc.		◆
53	Trempealeau County Health Care Center		◆
54	Trinity Equestrian Center		◆
55	United Cerebral Palsy		◆
56	Vantage Point Clinic & Assessment Center		◆
57	Verizon Wireless	◆	
58	Waste Management Northern WI - MN	◆	
59	Western Dairyland Economic Opportunity Council, Inc.		◆
60	WQOW	◆	
61	WRR Environmental Services Co Inc	◆	

**National Poverty Levels
for a Family of 4
2006-2016**

			% Increase
2016	\$	24,300	0.21%
2015	\$	24,250	1.68%
2014	\$	23,850	1.27%
2013	\$	23,550	2.17%
2012	\$	23,050	3.13%
2011	\$	22,350	1.36%
2010	\$	22,050	0.00%
2009	\$	22,050	4.01%
2008	\$	21,200	2.66%
2007	\$	20,650	3.25%
2006	\$	20,000	

10 Year average annual increase **2.15%**
5 Year average annual increase **1.74%**

EC County Living Wage Analysis
As Currently Proposed
Poverty Scale 110%-130%

	2016		2017		2018		2019		2020		2021	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
1 EC County-Grade A, Step 1	\$ 13.26	\$ 27,581	\$ 13.53	\$ 28,132	\$ 13.80	\$ 28,695	\$ 14.07	\$ 29,269	\$ 14.35	\$ 29,854	\$ 14.64	\$ 30,451
2 EC County-Grade B, Step 1	\$ 13.92	\$ 28,954	\$ 14.20	\$ 29,533	\$ 14.48	\$ 30,123	\$ 14.77	\$ 30,726	\$ 15.07	\$ 31,340	\$ 15.37	\$ 31,967
3 EC County-Grade C, Step 1	\$ 14.61	\$ 30,389	\$ 14.90	\$ 30,997	\$ 15.20	\$ 31,617	\$ 15.50	\$ 32,249	\$ 15.81	\$ 32,894	\$ 16.13	\$ 33,552
4 EC County-Grade D, Step 1	\$ 15.35	\$ 31,928	\$ 15.66	\$ 32,567	\$ 15.97	\$ 33,218	\$ 16.29	\$ 33,882	\$ 16.62	\$ 34,560	\$ 16.95	\$ 35,251
6 Poverty Level 10 yr avg Increase		\$ 24,300		\$ 24,822		\$ 25,356		\$ 25,901		\$ 26,458		\$ 27,027
7 Poverty Level 5 yr avg Increase		\$ 24,300		\$ 24,724		\$ 25,155		\$ 25,594		\$ 26,041		\$ 26,495
8												
9												
10 Proposed Eau Claire County	10 yr avg		110%	\$ 27,305	115%	\$ 29,160	120%	\$ 31,082	125%	\$ 33,073	130%	\$ 35,135
11 Minimum Poverty Level	5 yr avg			\$ 27,196		\$ 28,929		\$ 30,713		\$ 32,551		\$ 34,444
12												
13 Comparison w Pay Grade A	10 yr avg			\$ 828		\$ (464)		\$ (1,813)		\$ (3,218)		\$ (4,684)
14	5 yr avg			\$ 936		\$ (234)		\$ (1,444)		\$ (2,697)		\$ (3,993)
15												
16 Comparison w Pay Grade B	10 yr avg			\$ 2,228		\$ 964		\$ (356)		\$ (1,732)		\$ (3,168)
17	5 yr avg			\$ 2,336		\$ 1,195		\$ 13		\$ (1,211)		\$ (2,477)
18												
19 Comparison w Pay Grade C	10 yr avg			\$ 3,692		\$ 2,457		\$ 1,167		\$ (179)		\$ (1,583)
20	5 yr avg			\$ 3,800		\$ 2,688		\$ 1,536		\$ 343		\$ (892)
21												
22 Comparison w Pay Grade D	10 yr avg			\$ 5,262		\$ 4,058		\$ 2,801		\$ 1,487		\$ 116
23	5 yr avg			\$ 5,370		\$ 4,289		\$ 3,169		\$ 2,009		\$ 807

Assumptions for Projections Above:

26 Est annual County wage increase	2.00%
27 10 Yr Avg Annual Poverty Increase	2.15%
28 5 Yr Avg Annual Poverty Increase	1.74%

Additional Information/Explanation:

Shaded (negative) figures show where EC County wages would be out of compliance with the living wage ordinance. In 2021, pay grades A-C would all be out of compliance, and pay grade A would need to be raised 15.4% to be in compliance. Raising the entire pay schedule by 15.4% would increase the County's annual payroll costs by \$4.4 million.

EC County Living Wage Analysis
Constant 100% of Poverty Level

	2016		2017		2018		2019		2020		2021	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
1 EC County-Grade A, Step 1	\$ 13.26	\$ 27,581	\$ 13.53	\$ 28,132	\$ 13.80	\$ 28,695	\$ 14.07	\$ 29,269	\$ 14.35	\$ 29,854	\$ 14.64	\$ 30,451
2 EC County-Grade B, Step 1	\$ 13.92	\$ 28,954	\$ 14.20	\$ 29,533	\$ 14.48	\$ 30,123	\$ 14.77	\$ 30,726	\$ 15.07	\$ 31,340	\$ 15.37	\$ 31,967
3 EC County-Grade C, Step 1	\$ 14.61	\$ 30,389	\$ 14.90	\$ 30,997	\$ 15.20	\$ 31,617	\$ 15.50	\$ 32,249	\$ 15.81	\$ 32,894	\$ 16.13	\$ 33,552
4 EC County-Grade D, Step 1	\$ 15.35	\$ 31,928	\$ 15.66	\$ 32,567	\$ 15.97	\$ 33,218	\$ 16.29	\$ 33,882	\$ 16.62	\$ 34,560	\$ 16.95	\$ 35,251
6 Poverty Level 10 yr avg Increase		\$ 24,300		\$ 24,822		\$ 25,356		\$ 25,901		\$ 26,458		\$ 27,027
7 Poverty Level 5 yr avg Increase		\$ 24,300		\$ 24,724		\$ 25,155		\$ 25,594		\$ 26,041		\$ 26,495
10 Proposed Eau Claire County	10 yr avg		100%	\$ 24,822	100%	\$ 25,356	100%	\$ 25,901	100%	\$ 26,458	100%	\$ 27,027
11 Minimum Poverty Standard	5 yr avg			\$ 24,724		\$ 25,155		\$ 25,594		\$ 26,041		\$ 26,495
13 Comparison w Pay Grade A	10 yr avg			\$ 3,310		\$ 3,339		\$ 3,368		\$ 3,396		\$ 3,424
	5 yr avg			\$ 3,408		\$ 3,540		\$ 3,675		\$ 3,813		\$ 3,956
16 Comparison w Pay Grade B	10 yr avg			\$ 4,710		\$ 4,767		\$ 4,825		\$ 4,882		\$ 4,940
	5 yr avg			\$ 4,809		\$ 4,968		\$ 5,131		\$ 5,299		\$ 5,472
19 Comparison w Pay Grade C	10 yr avg			\$ 6,174		\$ 6,260		\$ 6,348		\$ 6,436		\$ 6,525
	5 yr avg			\$ 6,273		\$ 6,461		\$ 6,654		\$ 6,853		\$ 7,056
22 Comparison w Pay Grade D	10 yr avg			\$ 7,744		\$ 7,862		\$ 7,981		\$ 8,102		\$ 8,224
	5 yr avg			\$ 7,843		\$ 8,062		\$ 8,288		\$ 8,519		\$ 8,756

Assumptions for Projections Above:

26 Est annual County wage increase	2.00%
27 10 Yr Avg Annual Poverty Increase	2.15%
28 5 Yr Avg Annual Poverty Increase	1.74%

Additional Information/Explanation:

All pay grades above remain in compliance at the 100% poverty level. Also, per the Eau Claire Area Economic Development Corporation's website (www.eauclaire-wi.com/resources/cost-of-living/) Eau Claire's overall Cost of Living Index is 91 (i.e 91%) when compared with the National average (100).

EC County Living Wage Analysis
Poverty Scale 100%-110%

	2016		2017		2018		2019		2020		2021	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
1 EC County-Grade A, Step 1	\$ 13.26	\$ 27,581	\$ 13.53	\$ 28,132	\$ 13.80	\$ 28,695	\$ 14.07	\$ 29,269	\$ 14.35	\$ 29,854	\$ 14.64	\$ 30,451
2 EC County-Grade B, Step 1	\$ 13.92	\$ 28,954	\$ 14.20	\$ 29,533	\$ 14.48	\$ 30,123	\$ 14.77	\$ 30,726	\$ 15.07	\$ 31,340	\$ 15.37	\$ 31,967
3 EC County-Grade C, Step 1	\$ 14.61	\$ 30,389	\$ 14.90	\$ 30,997	\$ 15.20	\$ 31,617	\$ 15.50	\$ 32,249	\$ 15.81	\$ 32,894	\$ 16.13	\$ 33,552
4 EC County-Grade D, Step 1	\$ 15.35	\$ 31,928	\$ 15.66	\$ 32,567	\$ 15.97	\$ 33,218	\$ 16.29	\$ 33,882	\$ 16.62	\$ 34,560	\$ 16.95	\$ 35,251
6 Poverty Level 10 yr avg Increase		\$ 24,300		\$ 24,822		\$ 25,356		\$ 25,901		\$ 26,458		\$ 27,027
7 Poverty Level 5 yr avg Increase		\$ 24,300		\$ 24,724		\$ 25,155		\$ 25,594		\$ 26,041		\$ 26,495
8												
9												
10 Proposed Eau Claire County	10 yr avg		100%	\$ 24,822	102.5%	\$ 25,990	105%	\$ 27,196	107.5%	\$ 28,443	110%	\$ 29,730
11 Minimum Poverty Standard	5 yr avg			\$ 24,724		\$ 25,784		\$ 26,874		\$ 27,994		\$ 29,145
12												
13 Comparison w Pay Grade A	10 yr avg			\$ 3,310		\$ 2,705		\$ 2,073		\$ 1,412		\$ 722
14	5 yr avg			\$ 3,408		\$ 2,911		\$ 2,395		\$ 1,860		\$ 1,306
15												
16 Comparison w Pay Grade B	10 yr avg			\$ 4,710		\$ 4,133		\$ 3,529		\$ 2,898		\$ 2,237
17	5 yr avg			\$ 4,809		\$ 4,339		\$ 3,852		\$ 3,346		\$ 2,822
18												
19 Comparison w Pay Grade C	10 yr avg			\$ 6,174		\$ 5,626		\$ 5,052		\$ 4,451		\$ 3,822
20	5 yr avg			\$ 6,273		\$ 5,832		\$ 5,375		\$ 4,900		\$ 4,407
21												
22 Comparison w Pay Grade D	10 yr avg			\$ 7,744		\$ 7,228		\$ 6,686		\$ 6,117		\$ 5,521
23	5 yr avg			\$ 7,843		\$ 7,434		\$ 7,008		\$ 6,566		\$ 6,106

Assumptions for Projections Above:

26 Est annual County wage increase	2.00%
27 10 Yr Avg Annual Poverty Increase	2.15%
28 5 Yr Avg Annual Poverty Increase	1.74%

Additional Information/Explanation:

All pay grades above remain in compliance at the 100%-110% poverty level.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: June 10, 2016		Information-Discussion		
Agenda Item No.		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: Update to the Eau Claire County Policy Manual: <ul style="list-style-type: none"> • 517 Out-of-Title Work • 423 – Meals and Break Periods • 521 ON CALL 		Requires Recommendation to:		
		County Board		
		Other:		
		Form:		Ordinance
				Resolution
Bargaining Unit Involved: N/A			Report	
Prepared by: J. Gower		Other Action:		
Reviewed by:				

Human Resources is recommending the following revisions to the Eau Claire County Policy Manual:

Policy 517 – Out-of-title work

This policy is included with the agenda packet and the proposed changes are included. The director is requesting approval to strategically partner with department heads to make recommendations for positions that require out of title work. There is no fiscal impact to this change.

Policy 423 – Meals and Breaks Periods

This policy is included with the agenda packet. The policy was updated to reflect operational changes at the highway department. There is no fiscal impact to this change.

Policy 521 – ON CALL

This policy is included with the agenda packet. The policy was updated to include the Friday on-call coverage needed to support the Highway department operations.

The fiscal impact of this change is estimated to be \$2,380 annually.

The Committee is asked to review and approve these updated policies.

POLICY 517 OUT-OF-TITLE WORK

1. **Purpose.** Some vacated positions may require an interim appointment be made in order to continue effective operations of the department or work unit. Employees may be assigned an interim position to assist in carrying out those duties which must be continued.
2. Policy.
 - 2.1 Assignment of employees to work out of title would normally be made by the employee's department head, with the approval of the ~~County Administrator~~ director. The County Administrator may also make assignments.
3. Determination of Pay Status.
 - 3.1 The ~~County Administrator and the~~ director will determine whether such employee will receive additional pay. The decision of the ~~County Administrator and~~ director and the department head on the amount of the additional pay is final.
 - 3.1.1 If it is determined the employee will receive additional compensation, the effective date will be the first day where the exact duration of the assigned duties is known, or retroactive to the first day when the exact duration of the assignment was known.
 - 3.2 Where the ~~County Administrator~~ department head and director determine that the assigned duties have a value at or below the non-represented employee's regularly assigned duties, there will be no additional pay.
4. Time Worked.
 - 4.1 The assignment can be for any length of time consistent with the work to be completed.

POLICY 517 OUT OF TITLE WORK

Effective Date: January 1, 2012

Revised Date: June 2016

Eau Claire County
Employee Policy Manual

POLICY 423 MEALS AND BREAK PERIODS

1. **Purpose.** To provide employees with regular meal and break periods throughout the normal workday.
2. Meal Periods.
 - 2.1 Meal periods are required and must be scheduled midway in an eight-hour workday. Employees scheduled to work six hours or less are not required to take a meal period.
 - 2.2 The designated meal period for all business offices should normally occur during the period of 11 a.m. to 2 p.m.
 - 2.3 Meal periods are normally one hour, but exceptions may occur in departments required to provide shift coverage or where one-half hour lunch periods are available. Meal periods must not be less than one-half hour in length.
 - 2.4 Meal periods will not be included in hours worked, except when the job requires that the employee remain on duty.
 - ~~2.4.1 Highway Department~~
 - ~~2.4.1.1 Employees will receive a 20-minute paid meal period.~~
 - 2.5 Employees who work more than six hours in a given day are required to take the scheduled meal period.
 - 2.6 Employees are not allowed to work through the meal period to make up lost work time or in order to leave work early without supervisor approval.
3. Break Periods.
 - 3.1 Employees may leave their workstation for a break period of no more than fifteen (15) minutes duration during each half of an eight-hour work shift, except when the job requires that the employee remain on duty.
 - 3.2 Employees who miss a break period may not take an extended meal period, arrive at work later than the normal starting time, or leave work before the normal quitting time.
 - 3.3 Unused break periods cannot be accumulated for use at a later date.

POLICY 423 LEAVES – MEALS AND BREAK PERIODS

Effective Date: January 1, 2012
Revised Date: July 2012, July 2016

Eau Claire County
Employee Policy Manual

4. Scheduling Meal and Break Periods.

- 4.1 Department Heads or their designees are responsible for scheduling meal and break periods to ensure that adequate staff coverage is provided.

POLICY 423 LEAVES – MEALS AND BREAK PERIODS

Effective Date: January 1, 2012

Revised Date: July 2012, July 2016

Eau Claire County
Employee Policy Manual

POLICY 521 ON CALL PAY

1. **Purpose.** To ensure an employee are available at any time to respond to emergency situations as they arise.
2. Highway Department.
 - 2.1 One of the Patrol Superintendent, Shop Superintendent or Highway Supervisors will be the lead on-call supervisor for each Saturday and Sunday and will be compensated at the rate of \$40 per day.
 - 2.2 When the highway employees and highway supervisors are working the four (4) day per week schedule, working office staff will handle Friday calls with the on-call supervisor being paid \$40 for Friday, Saturday and Sunday.
 - 2.3 When an incident occurs requiring the on-call supervisor to leave home, drive to a site to inspect the situation and then determine that additional staff are required to be called in, the supervisor will be paid straight time overtime.
3. Maintenance Department.
 - 3.1 Maintenance employees will be available for emergency work evenings and weekends and for all legal holidays. One maintenance employee will be assigned to be the primary on-call person each week, Monday through Sunday.
 - 3.1.1 Assignments will normally be made on a rotational basis.
 - 3.2 Employees assigned to be the primary on-call person each week will be compensated \$100 per week.
 - 3.3 When the maintenance supervisor is on call on Saturday or Sunday, they will be compensated at a rate of \$40 per day.
 - 3.3.1 When an incident occurs requiring the supervisor to leave home, drive to a site to inspect the situation and then determine that additional staff are required to be called in, the supervisor will be paid straight time overtime.

POLICY 521 ON CALL PAY

Effective Date: January 1, 2012

Revised Date: May 2013, June 2016

Eau Claire County
Employee Policy Manual

4. Juvenile Intake Workers.
 - 4.1 Juvenile Intake Workers will be available for emergency work evenings and weekends and for all legal holidays. One employee will be assigned to be the primary on-call person each day.
 - 4.1.1 Assignments will normally be made on a rotational basis.
 - 4.2 Employees assigned to be the primary on-call person will receive two dollars (\$2) per hour.
5. Parks and Forest.
 - 5.1 Coon Fork Park Ranger. On-call pay of one dollar and fifty cents (\$1.50) per hour will be paid for all hours spent while on on-call status.
 - 5.2 Lake Altoona Park Ranger. On-call pay of one dollar and fifty cents (\$1.50) per hour for all hours during on-call status at the direction of the department head or designee using the one-foot dam gate-opening standard.
 - 5.3 Lake Eau Claire Rangers. On-call pay of one dollar and fifty cents (\$1.50) per hour for all hours during on-call status at the direction of the department head or designee using the two-foot dam gate-opening standard.
 - 5.4 Employees working on the dams alone will receive an additional two dollars (\$2) per hour.

POLICY 521 ON CALL PAY

Effective Date: January 1, 2012

Revised Date: May 2013, June 2016

Eau Claire County
Employee Policy Manual

POLICY 521 ON CALL PAY

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Eau Claire County
Employee Policy Manual

2
3 - AMENDING THE EAU CLAIRE COUNTY HUMAN RESOURCES EMPLOYEE POLICY
4 MANUAL -

5
6 WHEREAS, the highway and human resources departments are recommending the following amendment
7 to Policy No. 521 *On Call Pay* by adding Friday to the list of days the on-call supervisor will be paid \$40 when
8 highway employees are working a four (4) day per week; and

9
10 WHEREAS, provides a consistent method for paying on call pay; and

11
12 WHEREAS, changes made to the employee policy manual resulting in a fiscal impact will go to the
13 County Board of Supervisors for final approval, the fiscal impact of adding this language is approximately
14 \$2,380.00.

15
16 NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of Supervisors that the
17 changes to Policy No. 521 in the Employee Policy Manual is approved.

18
19 ADOPTED:

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22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____

30 Committee on Human Resources

31
32 JM/
33