

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, November 11, 2016 **TIME:** 1:30 PM
PLACE: Eau Claire County Courthouse, Room 3312
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 October 14, 2016 meeting
3. Human Resources: Information/Discussion- Introduction of Kristin Schmidt from M3.
4. Human Resources: Consideration/Discussion/Recommendation/Action the following Eau Claire County Code: To Amend Section 3.20.010 E Of the Code: Benefits of Elected Officials
5. Human Resources – Consideration/Discussion/Recommendation/Action the following Eau Claire County policies –
 - a. Policy 425 – PTO
 - b. Policy 001 - Definitions
6. Human Resources – Consideration/Discussion/Recommendation/Action the following Eau Claire County Code: - Repealing Section 3.01.010 E., F., G & H. Of the Code: Definitions; Amending Section 3.15.030 B. & C. of the code
7. Adjourn

Future Committee on Human Resources Meetings

Where: Room 3312

Time: 1:30p-3:30p

Dates:

- December 9, 2016
- January 9, 2017

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, October 14, 1:30 p.m., Room 3312

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

MINUTES

Members Present: Kathleen Clark, Mark Beckfield, Sue Miller, Judith Gatlin
Member not Present: Mike Conlin

Staff Present: Jamie Gower, Jill Mangus
Other Staff Present: Danielle Powers, Jessica Bryan, Matt Michaels

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:30 p.m.

Review and approve minutes of the September 9, 2016 meeting:

Motion Mark Beckfield to approve minutes of the September 9, 2016 meeting as written. Motion carried 4-0.

Planning and Development: Consideration/Discussion/Action of Resolution 16-17/056 to convert existing Recycling Coordinator contract position with Dunn County to part-time (.60 FTE) Eau Claire County position.

Motion Mark Beckfield to approve the conversion of the Recycling Coordinator contract position to an Eau Claire County position. Motion carried 4-0.

District Attorney's Office- Information/Discussion/Action- regarding a title change from Crisis Response Coordinator to Crisis Response Specialist of Resolution 16-17/057.

Motion Judy Gatlin to approve the title change from Crisis Response Coordinator to Crisis Response Specialist. Motion carried 4-0.

District Attorney's Office: Consideration/Discussion/Action of Resolution 16-17/058 to increase the FTE from .20 FTE to .73 FTE for a Victim Witness Specialist position.

Motion Judy Gatlin to approve the increase in hours for the Victim Witness Specialist positions. Motion carried 4-0.

Human Resources – Consideration/ Discussion/Action to approve the annual update to the Eau Claire County Affirmative Action Plan for 2016

Motion Sue Miller to approve the 2016 Affirmative Action Plan. Motion carried 4-0.

Human Resources – Consideration/Discussion/Recommendation/Action the following Eau Claire County policy –

a. Policy 427 – Organ Donation

Motion Judy Gatlin to approve the Organ Donation policy. Motion carried 4-0.

Adjourn

Kathy Clark declared the meeting adjourned at 2:30 p.m.

Respectfully submitted,

Jill Mangus
Committee Clerk

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: November 11, 2016	x	Information-Discussion	
Agenda Item No. 3		Direction to Staff	
Department: Human Resources		Approval-Denial	
Subject: Introduction Strategic Business partner, M3.		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	<input type="checkbox"/>
Bargaining Unit Involved:		<input type="checkbox"/>	Resolution
Prepared by: J.Gower		<input type="checkbox"/>	Report
Reviewed by: J. Mangus		Other Action:	

The Human Resources and Benefits teams would like to introduce Eau Claire County's Strategic Benefits Partner; M3 .

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: November 11, 2016		Information-Discussion		
Agenda Item No. 4		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: This ordinance updates the code to reflect the sheriff's clothing allowance for 2017.		Requires Recommendation to:		
	x	County Board		
		Other:		
		Form:	x	Ordinance 16-17/060
Bargaining Unit Involved: N/A			Resolution	
Prepared by: J.Mangus			Report	
Reviewed by: A. Twitchell		Other Action:		

This ordinance updates the code to reflect the sheriff's clothing allowance which is included in their 2017 budget.

Fiscal Impact: None, it is in their budget.

FACT SHEET

TO FILE NO. 16-17/060

This ordinance updates the code to reflect the sheriff's office clothing allowance which is included in their 2017 budget.

Fiscal Impact: None, it is in their budget.
Respectfully Submitted,

Keith R. Zehms
Corporation Counsel

KRZ/yk

Ordinance/16-17.060 Fact

1 **Enrolled No.**

2 **ORDINANCE**

3 **File No. 16-17/060**

4 **- TO AMEND SECTION 3.20.010 E OF THE CODE: BENEFITS OF ELECTED**
5 **OFFICIALS -**

6 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

7
8 **SECTION 1.** That Subsection E. of Section 3.20.010 of the code be amended to
9 read:

10
11 E. For calendar year ~~2016~~2017, the sheriff is eligible to receive reimbursement of up
12 to \$720 for expenses incurred for the purchase of uniforms based on receipts received
13 with monthly expense reports.

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15
16 **ADOPTED:**

17 _____
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25 _____
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27 Committee on Human Resources

28 **KRZ/yk**

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30
31 Dated this _____ day of _____, 2016.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: November 11, 2016		Information-Discussion		
Agenda Item No. 5		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: Update to the Eau Claire County Policy Manual: Policy 425 Paid Time Off (PTO)		Requires Recommendation to:		
		County Board		
		Other:		
		Form:		Ordinance
Bargaining Unit Involved: N/A			X	Resolution 16-17/070
Prepared by: A. Twitchell				Report
Reviewed by: J. Gower		Other Action:		

Human Resources administered a survey to other counties in Wisconsin regarding their policies for prorating Paid Time Off for less than full-time employees. The information gathered in that survey was considered when recommending the following changes to Eau Claire County's Paid Time Off Policy.

Summary of proposed changes:

- Opens eligibility to employees working at least 20 hours per week (.50 FTE) or more.
- Part-time employees would earn prorated Paid Time Off (PTO) based on the Full-Time schedule multiplied by their Full-time Equivalency (FTE.)
 - Example: The accrual rate for a .73 FTE employee who has been with the County one-year would be: (.73FTE*6.4 hours = 4.7 hours per pay period)
 - PT employees would be able to accrue up to 200 hours of PTO
- Exempt supervisory employees will have a separate PTO accrual schedule that will eliminate the additional PTO hours that are currently dispersed on May 1st and September 1st each year.
 - This new accrual schedule will take those additional 40 hours and divide them into the biweekly accrual rate. This will eliminate the need to calculate the prorated amount for those exempt supervisory employees starting mid-year.
- Allows for employees to determine when to use their Extended Leave when illness/injury results in loss of more than three days' time.
- Clarifies that employees may use PTO for the initial three day waiting period for workers' compensation benefits and that PTO will not accrue during any unpaid leave such as worker's compensation leave.
- A few housekeeping items referring to sections within the policy.

Although there is not an immediate budgetary impact, it will result in a liability due to a new accrual of a benefit not previously offered to part-time employees. The fiscal liability of that is \$80,635.

The Committee is asked to review, approve the proposed changes and make a recommendation to the County Board of Supervisors with changes effective the first full pay-period in January 2017.

POLICY 425 PAID TIME OFF (PTO)

1. **Purpose.** To provide employees with a flexible means of utilizing paid leave time. Paid Time Off (PTO) can be utilized for any purpose, subject only to necessary request and approval procedures consistent with County and department policies.
2. **Eligibility.** Regular employees working at least 20 hours per week (.50 FTE) working thirty-three (33) or more hours per week are eligible for ~~all~~ the benefits documented herein. Part-time employees working less than 20 hours per week (.50 FTE), temporary pPart-time employees, limited term and seasonal employees as defined in Eau Claire County Policy 001 Definitions are not eligible.
3. **Definitions.**
 - 3.1 **Paid Time Off (PTO).** A benefit plan which consolidates all leave benefits into a single “account” of paid leave, for which the employee is responsible for managing.
 - 3.2 **Extended Leave Bank (ELB).** A bank which may be utilized for absences due to medical necessity for the employee or the employees immediate family, or for qualified FMLA absences, of more than three (3) consecutive days.
 - 3.3 **Family Medical Leave Act (FMLA).** Provides time off for various medical and military purposes as defined by State and Federal law.
 - 3.4 **Planned PTO.** Requested and approved prior to the date the employee is requesting leave.
 - 3.5 **Unplanned PTO.** Requested or reported on the date the employee will not be reporting to work.
 - 3.6 **Post-Employment Health Plan (PEHP)/Health Trust Account.** An employee benefit to help pre-fund the future cost of health care expenses.
 - 3.7 **Creditable Employment.** Years of service with the County working in a regular full- or part-time position beginning with the Employees anniversary date and ending with the date of separation as defined by Eau Claire County Policy 001 – Definitions. Employment in a seasonal or ~~limited term~~temporary part-time position is not considered creditable employment.

POLICY 425 PAID TIME OFF (PTO)

Effective Date: ~~November 3, 2013~~January 2017

Revised Date: December 2016

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4. Accrual. Eligible Full-time non-exempt and exempt non-supervisory employees will accrue PTO according to the following accrual rates:

Length of Service	Hours Per Pay Period	Days Per Year	Maximum Accrual Hours
0 – 5 th Anniversary	6.4 hours	20.80 days	500 hours
5 – 10 th Anniversary	8.0 hours	26.00 days	500 hours
10 – 15 th Anniversary	9.5 hours	30.88 days	500 hours
After 15 th Anniversary	11 hours	35.75 days	500 hours

- 4.1 Part-time employees working at least 20 hours per week (.50 FTE) will earn PTO accruals based on the full-time non-exempt and exempt non-supervisory PTO accrual schedule at a prorated amount based on their percentage of full-time equivalency (FTE).

Example: A .73 FTE employee who has been employed for 4 years would earn 4.7 hours of PTO per pay period. (.73FTE*6.4 hours = 4.7 hours per pay period)

- 4.2 Part-time employees may accrue up to a maximum of 200 hours PTO hours.

- 4.3 Exempt supervisory employees will accrue PTO according to the following accrual rates:

<u>Length of Service</u>	<u>Hours Per Pay Period</u>	<u>Days Per Year</u>	<u>Maximum Accrual Hours</u>
<u>0 – 5th Anniversary</u>	<u>8.0 hours</u>	<u>26.00 days</u>	<u>500 hours</u>
<u>5 – 10th Anniversary</u>	<u>9.5 hours</u>	<u>30.88 days</u>	<u>500 hours</u>
<u>10 – 15th Anniversary</u>	<u>11 hours</u>	<u>35.75 days</u>	<u>500 hours</u>
<u>After 15th Anniversary</u>	<u>12.5 hours</u>	<u>40.63 days</u>	<u>500 hours</u>

- ~~4.34.4~~ PTO will not accrue during unpaid leaves including worker's compensation leave.

- ~~4.44.5~~ PTO cannot be taken before it has been earned and cannot be taken in excess of an employee's normally scheduled hours.

- ~~4.54.6~~ Temporary part-Limited term and time and seasonal employees will not accrue nor be given PTO leave.

- ~~4.64.7~~ Part-time employees who transfer into a full-time position or whose hours are increased to full-time will be placed on the PTO accrual schedule based on a proration of the creditable Full Time Equivalent (FTE) status of the positions held

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~~multiplied by the years of service in those positions, their length of service in regular employment with Eau Claire County.~~

5. Minimum Usage Requirements.

~~5.1~~ Unless otherwise outlined in department work rules, employees will use PTO in increments ~~rounded to the nearest tenth of an hour as of no less than allowable~~ as outlined in Policy 509, Timekeeping.

~~5.1~~

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6. Planned PTO.

6.1 Employees must request Planned PTO as far in advance as practicable and must be approved in advance by the Department Head or designee, but not less than 24 hours in advance. Individual departments may require more advance notice for scheduled absences. Employees will follow written department procedures for requesting PTO. PTO requests may be denied based on the needs of the department and the scheduled time off of other department employees.

6.2 Department Heads or designees may approve planned PTO requests of less than 24 hours' notice on a case by case basis.

7. Unplanned PTO.

7.1 Employees must report the use of Unplanned PTO at least one (1) hour prior to the start of the employee's scheduled shift, or as soon as practicable in cases of emergency or development of illness during the employee's work shift. Individual departments may require more advance notice for unscheduled absences. Employees will follow written department procedures for requesting PTO.

8. Medical Certification/Returning to Work After Medical Absence.

8.1 The employer may require verification of illness.

8.2 After a medical absence, a physician's statement may be required to be submitted to Human Resources on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

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Effective Date: ~~November 3, 2013~~ January 2017

Revised Date: December 2016

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- 8.3 A physician's statement will be required for unplanned absences after five consecutive days of illness and will be required prior to returning to work.
- 8.4 Any work restrictions must be stated clearly upon the employee's return to work. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. PTO may be denied for any employee required to provide a doctor's statement until such a statement is provided.
- 8.5 The County has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or illness claim, or to obtain information related to restrictions or an employee's ability to work. The County will arrange and pay for an appropriate medical evaluation when it has been required by the County.
- 8.6 If the absence qualifies as FMLA, Eau Claire County Policy 411, Leaves – Family, Medical, & Military will apply. The appropriate medical certification form(s) will be required.

9. Unpaid Leave.

- 9.1 With the exception of qualified FMLA leave, unpaid leave may not be taken until such time that the PTO account has been exhausted. If an employee would be eligible to use the ELB, unpaid leave may not be taken until such time that the PTO account and the ELB have been exhausted. At no point will an employee's PTO balance be allowed to fall below zero. Should this happen, the employee will revert to unpaid time, and if this occurs without the prior authorization of the Department Head, the employee may be subject to corrective or disciplinary action.

~~9.2 PTO will not accrue during unpaid leaves. Unpaid leaves may be approved in accordance with the County personnel policies.~~

Comment [AT1]: Duplicate of 4.1

10. FMLA.

- 10.1 State FMLA, employee may substitute accrued paid leave time or choose to take unpaid leave; Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay.

11. Job Related Injury or Illness.

- 11.1 Employees are expected to adhere to the policies and procedures outlined in Eau Claire County Policy 715, Illness/Injuries.

POLICY 425 PAID TIME OFF (PTO)

Effective Date: ~~November 3, 2013~~ January 2017

Revised Date: December 2016

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- 12.** Payment Upon Separation. Regular employees who leave the employ of the county in good standing and upon giving notice or employees separated by the county for other than disciplinary or performance reasons will receive payment for unused PTO as outlined below.
- 12.1** Regular employees hired on or before November 3, 2013 who leave their position in good standing will be eligible for PTO/ELB separation pay as follows:
- 12.1.1** Less than 10 years of employment. For an employee with less than 10 years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB into the post-employment health plan as provided in ~~1112~~.1.5 to a maximum of 180 hours at the employee's rate of pay at separation.
- 12.1.2** 10 years of employment. For an employee with 10 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB to a maximum of 480 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in ~~1112~~.1.5 at the employee's rate of pay at separation.
- 12.1.3** 20 years of employment. For an employee with 20 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO and ELB to a maximum of 640 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in ~~1112~~.1.5 at the employee's rate of pay at separation.
- 12.1.4** 20 years of employment and 50 years of age or retiring. For an employee with 20 years or more of creditable employment in a regular position, and 50 years of age or retiring, the employer will pay the total accumulated amount of PTO and ELB to a maximum of 1,000 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 12.1.5 at the employee's rate of pay at separation.
- 12.1.5** Election of Form of Benefit. Within thirty (30) days of receiving written notice of an employee's termination, the employer will elect the form in which the terminating employee will receive the Benefit. The Benefit can only be paid in one of the two forms outlined below. In making the election, the employer will consider several established factors including the terminating employee's access to other health insurance

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coverage, the value of the terminating employee's unused accumulated sick leave and extra retirement pay, and the ability of the terminating employee to demonstrate the need for coverage. The employer will notify the terminating employee in writing of the election made by the employer.

12.1.5.1 PRIME Trust, or the Medical Plan Trust.

12.1.5.2 Retirement Plan Trust and or 457 (b).

12.2 Employees hired after November 3, 2013 who leave their position in good standing will be eligible for PTO separation pay as follows:

12.2.1 More than three but less than 10 years of employment. For an employee with more than three but less than 10 years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 150 hours in cash at the employee's rate of pay at separation.

12.2.2 10 years of employment. For an employee with 10 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 350 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in ~~11.2.2.4~~ 12.2.4 at the employee's rate of pay at separation.

12.2.3 20 years of employment. For an employee with 20 years or more of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 500 hours with the first 200 hours paid in cash and the remainder into the post-employment health plan as provided in 12.2.4 at the employee's rate of pay at separation.

12.2.4 Election of Form of Benefit. Within thirty (30) days of receiving written notice of an employee's termination, the employer will elect the form in which the terminating employee will receive the Benefit. The Benefit can only be paid in one of the two forms outlined below. In making the election, the employer will consider several established factors including the terminating employee's access to other health insurance coverage, the value of the terminating employee's unused accumulated sick leave and extra retirement pay, and the ability of the terminating employee to demonstrate the need for coverage. The

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Effective Date: ~~November 3, 2013~~ January 2017

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employer will notify the terminating employee in writing of the election made by the employer.

12.2.4.1 PRIME Trust, or the Medical Plan Trust.

12.2.4.2 Retirement Plan Trust and or 457 (b).

12.3 Employees separated for disciplinary or performance reasons or fail to provide a two-week notice (30-days for supervisory and department head positions) of intent to terminate will receive no separation benefit.

13. Conversion.

13.1 Effective November 3, 2013, all accumulated vacation leave, sick leave, and floating holidays will be converted as follows:

13.1.1 If an employee has accumulated less than 280 hours combined vacation leave, sick leave, and floating holidays, all hours will be converted hour for hour to a PTO account.

13.1.2 If an employee has accumulated more than 280 hours combined vacation leave, sick leave, and floating holidays, 280 hours will be converted hour for hour to a PTO account and the balance will be converted hour for hour to an ELB.

13.1.3 If an employee does not have an ELB established at the point of conversion, an ELB cannot be created in the future. In addition, employees who establish an ELB cannot convert hours from the PTO account to the ELB in the future.

13.2 Low Sick Leave Usage Incentive. Upon conversion, employees will not receive a low usage sick leave incentive payment.

14. PTO Service Credit at Hire.

14.1 A Department Head may recommend to the Human Resource Director that a new hire be given credit for length of service for employment experience directly related to the position to which the employee is being appointed or to match the current leave accrual provided by the employee's most recent employer. The recommendation must be in writing and based on the Department Head's assessment of the employee's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the employee's previous employer.

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Revised Date: December 2016

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14.2 The length of service credit plus the employee's subsequent actual length of service with the County will be the basis for future accrual determinations. No additional length of service credit shall be granted after initial appointment to the County.

~~**15.** Department Heads and Supervisory Exempt Employees—Additional PTO Hours.~~

~~**15.1** Department heads and supervisory exempt employees will be granted 40 additional PTO hours each calendar year prorated with the 1st calendar year calculated from the 1st day of employment. Thereafter one half of the PTO hours will be credited to the employee's accumulated leave on May 1st each year and the other one half will be credited on September 1st each year. Such additional days may be taken during the introductory period.~~

~~**15.1.1** Civilian Jail Sergeant, Sergeant, Airport Supervisor, Maintenance Supervisor, Highway Supervisor, and Shop Superintendent are eligible to accumulate compensatory time and therefore are not eligible for the additional PTO hours.~~

16.15. Extended Leave Bank.

~~**16.115.1**~~ An employee who is sick uses their PTO account for the missed time. Anytime a single occurrence illness/injury results in the loss of more than three days' time an employee with an ELB is eligible to use time from that bank. When that option is selected by the employee, they may choose for the deduction to revert s back to the first day, so that the first three days are deducted from the ELB (not the PTO account), plus the additional missed days. This should be documented as ELB on the employee timesheet. To utilize the ELB, the employee may be asked to submit documentation from a physician to verify illness or injury.

~~**16.1.115.1.1**~~ The ELB may be used for a single occurrence illness/injury results in the loss of more than three days' time to care for an immediate family member.

~~**16.1.2** Employees approved for Intermittent FMLA will elect at the start of the FMLA if the time will be PTO or ELB. If an employee elects ELB, each period of missed work due to intermittent FMLA will be noted as such on the timesheet.~~

~~**16.215.2**~~ The County reserves the right to have a second medical opinion at its own expense.

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~~17.16.~~ Death While An Active Employee.

~~17.1~~16.1 All accumulated unused PTO and ELB for which the employee may have otherwise been eligible will be transferred to the Post Employment Health Plan (PEHP)/Health Trust Account as defined in Eau Claire County Policy 603.

~~17.1.1~~16.1.1 If there is not a surviving qualified family member as defined in the Post Employment Health Plan policy, payment will be made to a deferred compensation plan.

~~18.17.~~ Restrictions.

~~18.1~~17.1 PTO and the ELB are for the personal use of the employee only. Should the PTO balance fall below "0", the employee will only receive compensation for hours actually worked. Should this happen, the employee may be subject to corrective or disciplinary action.

~~18.2~~17.2 An employee cannot be paid for time at work and receive PTO pay at the same time.

~~18.3~~17.3 PTO cannot be used in the same payroll period in which it is earned.

~~18.4~~17.4 Employees who are ill should not report to work. Department Heads or supervisors have the right to judiciously assess the health of an employee and, if the employee is deemed to be "too sick to work", the Department Head or supervisor can send the employee home.

~~18.5~~17.5 Upon written request, the County may allow employees to use accrued paid time ~~to supplement and~~during the initial three (3) day waiting period for worker's compensation benefits.

17.5.1 Following the initial three (3) day waiting period, employees may not supplement workers' compensation benefits by utilizing accrued paid time or any other means available to them through the County benefit program. Employees will receive benefits as outlined by, and in accordance with the Wisconsin Workers' Compensation Act.

~~18.5.1~~17.5.2 PTO and the ELB may not be used to supplement income received from a county disability insurance plan.

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DRAFT

POLICY 425 PAID TIME OFF (PTO)

Effective Date: ~~November 3, 2013~~ January 2017

Revised Date: December 2016

Eau Claire County
Employee Policy Manual

FACT SHEET

TO FILE NO. 16-17/070

Amending the Eau Claire County Human Resources Policy Manual

Human Resources is proposing a prorated PTO accrual for part-time employees (those working 20-33 hours/week) with a cap of 200 hours. Although there is not an immediate budgetary impact, it will result in a liability due to a new accrual of a benefit not previously offered to part-time employees. The fiscal liability of this change is \$80,635.

County Board approval is requested for this change effective the first full pay-period in January 2017.

Respectfully submitted,

Jamie K. Gower
Human Resources Director

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: November 11, 2016		Information-Discussion	
Agenda Item No. XX		Direction to Staff	
Department: Human Resources	X	Approval-Denial	
Subject: Update to the Eau Claire County Policy Manual: Policy 001 Definitions		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
Bargaining Unit Involved: N/A			Resolution
Prepared by: A. Twitchell			Report
Reviewed by: J. Gower		Other Action:	

Summary of proposed definition changes:

- 2.9.2 Add “**Regular employee**” definition. “Regular employee” is currently defined in the Code and Human Resources is requesting to remove definitions from the Code for consistency. Regular employee is the only employee status definition that is defined in the Code but not currently in the policy manual. Nothing was changed with the definition itself.
- 2.9.3 Amend the “**Full-time employee**” definition to reflect employees working a minimum of 1,560 annual. This change aligns with the ACA definition of full-time employee.
- 2.9.4 Amend the “**Part-time employee**” definition to reflect employees working less than 1,560 annual hours. This change reflects anyone working less than the defined annual hours of the proposed full-time employee definition.
- 2.9.5 Amend the “**Seasonal Employee**” definition to reflect the ACA definition of seasonal employee. This change also clarifies seasonal employees start at the same time of year each year.
- 2.9.6 Amend the “**Limited Term Employee**” definition to accurately follow ACA employee status definitions. This change reflects a change of status definition from Limited term employee to **Temporary Part-time employee**.

Human Resources worked with our benefit consultant, M3 in amending these definitions. The Committee is asked to review and approve the amendments to this policy effective January 2017.

POLICY 001 DEFINITIONS

1. **Purpose.** To provide clarity and consistency when referencing terminology utilized throughout employment.

2. **Definitions.** The following words and phrases as utilized in this policy manual will be the definitions set forth, unless a different meaning is specifically afforded to the word or phrase via definition established in the policy.

- 2.1 **Anniversary date.** The date an employee begins regular employment.
- 2.2 **Appointing authority.** The person, governing body or designee which has the authority granted by law or ordinance to appoint an individual to or remove an individual from positions in county service. The county administrator will appoint heads of all departments and offices and the head of each department or office will appoint all subordinate personnel.
- 2.3 **Classification.** The job title assigned to a position.
- 2.4 **Compensatory time.** Hours worked in excess of the normal work week which may be used as time off from a regular work schedule in accordance with specified guidelines.
- 2.5 **Committee.** The committee on human resources.
- 2.6 **Department head.** Any county official who has the responsibility for the operation of a county department.
- 2.7 **Director.** The human resources director.
- 2.8 **Emergency.** A sudden and unforeseen combination of circumstances which calls for immediate action and leaves no time for deliberation.
- 2.9 **Employee Status**
- 2.9.1 **Introductory Employees.** The initial 6 month employment period is generally referred to as “introductory period.” The County may extend the introductory period for individual employees. Introductory employees may use paid time off benefits during the initial 6 month employment period.

An initial one-year employment period will be referred to as “introductory period” for all supervisory individuals and individual

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employees in the following position titles: Correctional Officer and Economic Support Specialist.

2.9.2 Regular employee. Employment in a position which normally requires actual performance in a planned undertaking which is a regular and continuing function of the county and is expected to last more than two years.

2.9.22.9.3 Full-time Employees. Individuals hired for regular full-time positions, normally scheduled to work a minimum of ~~1,560~~ 1,716 annual hours, will be eligible for the employee benefits identified in this Manual.

2.9.32.9.4 Part-time Employees. Individuals hired for regular part-time positions, normally scheduled to work ~~less than 1,560~~ a minimum of 1,040 annual hours.

2.9.42.9.5 Seasonal Employees. Employment in a position for which annual work is six (6) months or less, ~~and is an average of 130 hours per month or less during that six (6) month period.~~ Seasonal employment begins at approximately the same part-time of the year, such as summer or winter.

2.9.52.9.6 Temporary LimitedPart-Term-Employees-time Employees. Employment in a short-term position for a period of one (1) to six (6) months, working ten (10) to twenty-eight (28) hours per week unless otherwise authorized by the Human Resources Director or County Administrator. ~~not to exceed three (3) months or 390 total hours.~~

- 2.10 **Entry pay rate.** The rate of pay at which a new employee will normally be placed.
- 2.11 **Full time Equivalent (FTE).** The number of total hours authorized in one year (52 weeks) divided by the total authorized working hours in one year (52 weeks) for a 40 hour per week position (typically 2080 hours).
- 2.12 **Immediate family.** The employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law, or any family member residing in the employee's household.
- 2.13 **Pay Grade.** The grade, or placement of a position within the salary structure.

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- 2.14 **Pay Grade Evaluation.** The (re)assignment of a job to a higher or lower pay grade or pay range in the salary structure due to a job content (re)evaluation and/or significant change in the average market rate in the external labor market.
- 2.15 **Pay Range.** The range of pay that has been established within a pay grade.
- 2.16 **Promotion.** The (re)assignment of an employee to a position in a higher pay grade or range in the organization's salary structure.
- 2.17 **Protected class.** A group whose members possess factors or characteristics specifically identified through legislation, regulations, and executive orders as constituting prohibited basis for discrimination in service delivery and employment.
- 2.18 **Red-circle.** A rate of pay that is above the approved maximum rate of pay for a position. No pay increases occur until the range maximum surpasses the employee's rate of pay.
- 2.19 **Reorganization.** An alteration in a department's operations has occurred that:
- 2.19.1 Adds new duties requiring creation of new position titles; or
 - 2.19.2 Eliminates existing responsibilities resulting in staff reduction; or
 - 2.19.3 Substantially modifies existing positions.
- 2.20 **Salary Schedule Adjustment:** An adjustment to the salary structure; the increase or decrease of a pay range, minimum – maximum. This is a method to maintain the salary range in relation to external market conditions.
- 2.21 **Step Schedule:** Standardized progression pay rates that are established within a pay range. To move to the next step one must have met acceptable performance standards.
- 2.22 **Salary Schedule:** The hierarchy of job grades and pay ranges established within an organization.
- 2.23 **Supervisor.** The department head or designee which is responsible for the work product, control, direction of work assignments and the evaluation of subordinate County employees.

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REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: November 11, 2016		Information-Discussion		
Agenda Item No. 5B		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: Repealing section 3.01.00 E., F., G & H of the County Code definitions; amending sections 3.15.030 B & C of the County Code: Position and full-time equivalency (FTE) Establishment.		Requires Recommendation to:		
		County Board		
		Other:		
		Form:	x	Ordinance 16-17/071
				Resolution
Bargaining Unit Involved: N/A				Report
Prepared by: J. Mangus		Other Action:		
Reviewed by: J. Gower				

The Human Resources Department is recommending repealing section 3.01.010 E., F., G & H of the County Code. The definitions listed in this section (*Limited-term employee (temporary part-time employee), Regular employee, Seasonal employment, and Supervisor*) are included in the Eau Claire County Policy Manual. For consistency and efficiency, it is requested that these definitions are removed from the Code and are defined in the Eau Claire County Policy Manual.

Section 3.14.030 B. & C. were amended to reflect a change in status title from limited term employee to temporary part-time employee.

Committee on Human Resources and County Board approval is requested.

1 **Enrolled No.**

2 **ORDINANCE**

3 **File No. 16-17/071**

4 - REPEALING SECTION 3.01.010 E., F., G & H. OF THE CODE: DEFINITIONS;
5 AMENDING SECTION 3.15.030 B. & C. OF THE CODE: POSITION AND FULL TIME
6 EQUIVALENCY (FTE) ESTABLISHMENT -

7 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

8 **SECTION 1.** That Subsections E. F. G. & H. of Section 3.01.010 be repealed.

9 **SECTION 2.** That Subsections B & C. of Section 3.15.030 of the code be amended to
10 read:

11 B. Authorization for all ~~limited term~~ temporary part-time and seasonal positions or
12 changes therein shall be approved by the director, subject to departmental budgetary constraints.

13 C. Each full time equivalency within a position title shall be determined and
14 designated as regular, ~~limited term~~ temporary part-time, or seasonal.

15 ADOPTED:

16 _____
17 _____
18 _____
19 _____
20 _____

21 Committee on Human Resources

22 KRZ/at

23 Dated this 11th day of November, 2016.

FACT SHEET

TO FILE NO. 16-17/071

- REPEALING SECTION 3.01.010 E., F., G & H. OF THE CODE: DEFINITIONS;
AMENDING SECTION 3.15.030 B. & C. OF THE CODE: POSITION AND FULL TIME
EQUIVALENCY (FTE) ESTABLISHMENT -

The Human Resources Department is recommending repealing section 3.01.010 E., F., G & H of the County Code. The definitions listed in this section (*Limited-term employee (temporary part-time employee), Regular employee, Seasonal employment, and Supervisor*) are included in the Eau Claire County Policy Manual. For consistency and efficiency, it is requested that these definitions are removed from the Code and are defined in the Eau Claire County Policy Manual.

Section 3.14.030 B. & C. were amended to reflect a change in status title from limited term employee to temporary part-time employee.

County Board approval is requested.

Respectfully submitted,

Jamie K. Gower
Human Resources Director

2
3
4 - AMENDING THE EAU CLAIRE COUNTY HUMAN RESOURCES EMPLOYEE POLICY
5 MANUAL -
6

7 WHEREAS, Human Resources is recommending a prorated PTO accrual for part-time employees
8 (working 20-33 hours/week) with a cap of 200 hours, which results in a fiscal liability of \$80,635.
9

10 NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of Supervisors that this
11 change to Policy No. 425 in the Employee Policy Manual is approved and effective the first full pay-period in
12 January 2017.
13

14
15
16 ADOPTED:

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18 _____
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26 _____

27 Committee on Human Resources

28
29 /at

30 Dated this ___11th___ day of __November_____, 2016.
31
32