

## **AGENDA**

Eau Claire County

Committee on Human Resources

**Date:** Thursday, November 12, 2020

**Time:** 8:30 a.m.

**Location:** Remote Meeting via Webex Events

**Dial In:** 1-415-655-0001

**Access Code:** 145 409 1280

*\*please remain muted when not speaking*

*For those wishing to make public comment, you must e-mail Samantha Kraegenbrink at [samantha.kraegenbrink@co.eau-claire.wi.us](mailto:samantha.kraegenbrink@co.eau-claire.wi.us) at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments.*

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
  - a. October 9, 2020
5. File No. 20-21/086: To ratify a labor agreement between Eau Claire County and the Wisconsin Professional Police Association Law Enforcement Employee Relations Division for the non-supervisory unit effective January 1, 2021 through December 31, 2023: Authorizing the Chair of the County Board, Chair of the Committee on Human Resources and County Administrator to execute said contract on behalf of Eau Claire County – **Discussion/Action**
6. Policy 509 – Timekeeping Policy Review – **Discussion/Action**
7. Exit Interview Process - **Discussion**
8. General Director Updates – **Discussion**
9. Adjourn

Prepared by: Samantha Kraegenbrink

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-6945 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

## **MINUTES**

Eau Claire County

Committee on Human Resources

**Date:** Friday, October 9, 2020

**Time:** 10:30 a.m.

**Location:** Remote Meeting via Webex Events

Present: Mark Beckfield, Judy Gatlin, Katherine Schneider, Stella Pagonis, Nick Smiar (ex-officio)

Absent: Kevin Stelljes

Others: Samantha Kraegenbrink – Committee Clerk, Linda Struck, Jessica Rubin, Kathryn Schauf, Kara Zurawski, Diane Cable, Sara Bronstad, Dawn Edlin

Public: Present

Chair Beckfield called the meeting to order at 10:31 a.m. and confirmed meeting notice.

Verbal roll call was taken by the Committee Clerk and is noted above under present/absent.

No members of the public wished to make comment.

Chair Beckfield requested to discuss/approve minutes from August 14, August 25, September 11, September 24, and October 2. It was noted that an error was made, and August 14 and August 25 minutes were approved at a September meeting and were removed from consideration. Supervisor Schneider motioned to approve, seconded by Supervisor Gatlin. All in favor and the minutes were approved.

Chair Beckfield requested that the committee move the addendum in the meeting and without objection, Administrator Schauf provided an overview of the requested position changes as part of the 2021 budget. The committee further discussed. Diane Cable and Linda Struck provided details on the proposal of their departments, respectively.

Chair Beckfield requested the committee move item “Explanation of County Health Insurance Changes for 2021”, without objection, Administrator Schauf provided an overview of the changes to the health insurance changes, including changes to the employee HSA.

The committee reviewed and discussed resolution 20-21/063 – Authorizing the removal of the Operations Administrator position from the County’s Bridge Plan. Diane Cable provided an overview of the resolution. Supervisor Schneider motions to approve to refer back to the County Board; seconded by Supervisor Gatlin. 2 (yes) and 2 (no). Motion fails. A statement will be provided to the County Board along with this motion. The committee would like more information.

Supervisor Beckfield requests that Policy 509 – Timekeeping Policy Review be placed on the next agenda of the committee.

Jessica Rubin provided general updates regarding the Human Resources Department and introduced the Benefits Coordinator, Dawn Edlin.

Supervisor Schneider left the meeting at 12:01 p.m.

Sara Bronstad will send the PowerPoint to the committee regarding insurance from M3.

The meeting was adjourned at 12:08 p.m.

Respectfully submitted by,



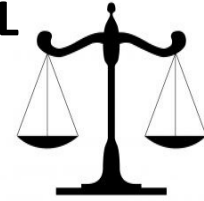
Samantha Kraegenbrink



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### CORPORATION COUNSEL

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November 5, 2020

### FACT SHEET: RESOLUTION 20-21/086; WPPA Negotiations

This resolution ratifies the labor agreement with the Wisconsin Professional Police Association (WPPA) bargaining unit, which represents the deputies in the Sheriff's Department.

Negotiations were held between the union bargaining team, and the bargaining team from the county which included the members of the Human Resources Committee, Human Resources Director Jessica Rubin, Captain and Undersheriff Joel Brettingen, Finance Director Norb Kirk and Corporation Counsel Tim Sullivan.

In addition to some minor language changes, a summary of the primary changes made to the union agreement are:

**Term:** Three years January 1, 2021 through December 31, 2023.

**Pay Increases** in each of the three years as follows:

**2021** – 2%;

**2022** – 2.5%;

**2023** - 2% on January 1<sup>st</sup>, and 1% on July 1, 2023.

**Holidays:** 2.5 additional holiday days, including the day after Thanksgiving, ½ day on Christmas Eve, and New Years' eve day. (Non-represented employees already receive these holidays as part of their benefits package) .

**Hours:** For the past two years patrol deputies have, consistent with letters of agreement executed between the union and the county have been working shifts that include six 12 hour shifts plus one 8 hour shift during the 80 hour pay period. The language of the most recent letter of agreement has been incorporated into the main agreement.

Negotiations were conducted in response to concerns raised by the current economic uncertainty associated with the current COVID-19 pandemic and making sure that we are maintaining pay for our deputies that is consistent with local and comparable law enforcement agencies. The union has ratified this agreement on October, 2020.

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TO RATIFY A LABOR AGREEMENT BETWEEN EAU CLAIRE COUNTY AND THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION LAW ENFORCEMENT EMPLOYEE RELATIONS DIVISION FOR THE NON-SUPERVISORY UNIT EFFECTIVE JANUARY 1, 2021 THROUGH DECEMBER 31, 2023: AUTHORIZING THE CHAIR OF THE COUNTY BOARD, CHAIR OF THE COMMITTEE ON HUMAN RESOURCES AND COUNTY ADMINISTRATOR TO EXECUTE SAID CONTRACT ON BEHALF OF EAU CLAIRE COUNTY

WHEREAS, the Committee on Human Resources has completed negotiations with the Wisconsin Professional Police Association Law Enforcement Employee Relations Division for the Non-Supervisory Unit for January 1, 2021 through December 31, 2023 (see enclosed fact sheet for details); and

WHEREAS, the Committee on Human Resources passed a motion approving such negotiations and hereby recommends to the County Board the ratification of the results of the negotiated agreement.

NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby ratifies the labor agreement between Eau Claire County and Wisconsin Professional Police Association Law Enforcement Employee Relations Division for the Non-Supervisory Unit effective January 1, 2021, through December 31, 2023.

BE IT FURTHER RESOLVED, that the Chair of the County Board, Chair of the Committee on Human Resources and County Administrator are hereby authorized to execute said agreement on behalf of Eau Claire County.

I hereby certify that the foregoing correctly represents the action of the Committee on Finance and Budget on November \_\_\_\_, 2020, by a vote of \_\_\_\_ for, and \_\_\_\_ against.

\_\_\_\_\_  
Mark Beckfield, Chair  
Committee on Human Resources

## **POLICY 509 TIMEKEEPING**

1. Purpose. To provide time reporting requirements for all employees of Eau Claire County.
2. Policy.
  - 2.1 This policy provides each department the information needed to accurately record and submit their time sheets.
3. Scope.
  - 3.1 This policy and procedure applies to all employees of Eau Claire County.
4. Definitions.
  - 4.1 Authorized Hours are work hours that a supervisor assigns to complete a task.
  - 4.2 “Compensatory Time” means those hours worked in excess of the normal workweek which may be used as time off from a regular work schedule in accordance with specified guidelines.
  - 4.3 Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and exempt from FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
  - 4.4 Non-Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and subject to FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
  - 4.5 Overtime is defined as authorized hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour.
  - 4.6 Work Hour is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.
5. Procedure for non-exempt and exempt (non-supervisory) timesheets
  - 5.1 The pay period covers fourteen consecutive days beginning on a Sunday and ending on the second Saturday. The usual pay period is 80 hours.

- 5.2 All non-exempt and exempt (non-supervisory) employees are required to complete their timekeeping records on a daily basis by signing in on arrival and signing out on departure.
- 5.3 Time sheets for non-exempt employees and exempt (non-supervisory) must show all time worked and absence from work with appropriate codes (hours worked, paid time off, extended leave bank, and so forth) that were incurred for the pay period. Employees will mark their time sheets in tenths for the purpose of computing regular hours as follows.

0 – 5 minutes	.0	30 – 35 minutes	.5
6 – 11 minutes	.1	36 – 41 minutes	.6
12 – 17 minutes	.2	42 – 47 minutes	.7
18 – 23 minutes	.3	48 – 53 minutes	.8
24 – 29 minutes	.4	54 – 59 minutes	.9

- 5.4 Time sheets should not be completed in advance.

Employees on official business outside the normal work schedule should note it on their timekeeping records.

## 6. Overtime and Compensatory Time.

- 6.1 Overtime and compensatory time earned must be approved in advance by the supervisor to whom the employee reports; if not, an employee is not authorized to work the overtime or compensatory time.
- 6.2 All overtime or compensatory time earned must be clearly noted on the time sheet.
- 6.3 When an employee transfers to a different position, any compensatory time balance is paid at the time of the transfer.
- 6.4 Working unauthorized overtime or compensatory time will subject employees to disciplinary action.

## 7. Time Worked.

- 7.1 The following provisions are included as time worked.

7.1.1 Work Away From Premises or at Home. A non-exempt employee is not permitted to perform work away from the premises, job site, or at

home, unless approved in advance in writing by his or her department head and the director. If approved, work performed off the premises, job site, or at home by a non-exempt employee will be counted as time worked, unless such time is de minimis.

7.1.2 Break Time. Authorized rest periods of 15 minutes or less are counted as time worked.

7.1.3 Travel/Training Time. Travel and training time is to be considered and included in actual time worked and should be charged to the Training time code. Time begins when departing for work destination if other than to Courthouse or other County offices. Time ends when employee arrives at Courthouse or regular County office.

## 8. Time Not Worked.

8.1 Per the Fair Labor Standards Act, Eau Claire County does **not** count the following provisions as time worked.

8.1.1 Paid/Unpaid Leave. Approved paid absences, including but not limited to paid time off, extended leave bank, holiday leave, Family Medical Leave Act leave, military leave, jury and witness duty, and time off for voting are not counted as time worked.

8.1.2 Meal Periods. Uninterrupted time off for lunch or dinner is not counted as time worked.

8.1.3 All meal periods, paid or unpaid, should be noted accordingly on the time sheet.



9. Responsibilities.

9.1 Employee Responsibilities. All employees when completing their time sheet will adhere to the following procedures.

9.1.1 Record correct overtime and benefit codes.

9.1.2 Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.

9.1.3 Obtain approval for any overtime or compensatory time earned in the pay period.

9.1.4 Sign and submit the completed time sheet to the supervisor in the time period required for approval.

9.2 Supervisor Responsibilities. Each supervisor is responsible for.

9.2.1 Ensuring that employees reporting to him or her have the correct codes.

9.2.2 Ensuring that all employees maintain accurate time sheets.

9.2.3 Providing approval for overtime or compensatory time.

9.2.4 Approval of time sheets and submission to Payroll by noon on Monday following the completion of the pay period.

10. Timesheets for Department Heads and Exempt Supervisory Staff.

10.1 Department Heads and exempt supervisory staff are expected to work a minimum of 80 hours worked per pay period. Timesheets will only indicate full day absences and must be completed and signed each pay period. Work schedules may be adjusted according to operational needs of the department/work unit.

10.1.1 The workweeks of Department Heads and exempt supervisor staff will vary based on workload. It is acknowledged that 80 hours of work pay period is a rarity and often exceeds 80 hours.

10.1.2 In recognition of the excess hours in a work week, Department Heads and exempt supervisory employees may take time off when

the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis.

10.1.2 All full day absences should be noted on the time sheet as accrued benefit time taken.

10.1.3 It is expected that department heads and exempt supervisory employees will use this flexibility judiciously and responsibly. This flexibility is not to be used as a means of avoiding the usage of PTO.

10.1.3.1 This flexibility is a privilege and any abuse of this flexibility may result in discipline.

11. Improper Deductions from Exempt Employees' Salaries.

11.1 If an employee believes that an improper deduction has been made from their salary, they should immediately report it to the Human Resources Department.

**POLICY 509 TIMEKEEPING**  
Effective Date: January 1, 2012  
Revised Date: September, 2016

*Eau Claire County*  
Employee Policy Manual