

CORRECTED AGENDA

Eau Claire County Committee on Human Resources **Date**: Friday, August 20, 2021

Time: 8:30 a.m.

Location: Remote Meeting via Webex

Dial In: 1-415-655-0001 **Access Code:** 1453 35 9613

*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 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. July 9, 2021
- 5. Vitality Wellness Program Review (Jennifer) Discussion
- 6. County Vehicle Policy Updates (Sonja & Jon) **Discussion/Action**
- 7. File No. 21-22/044: Resolution authorizing a change to the employee policy manual; Policy 519, creating a shift differential for Highway Department Employees required to work overnight on state highway projects **Discussion/Action**
- 8. Timekeeping Policy Status Update Discussion
- 9. Exempt and Non-Exempt Employee Classification **Discussion/Action**
- 10. Quarterly Updates Discussion
- 11. Director Updates **Discussion**
 - a. Health Insurance Carrier RFP Status
 - b. United Way Campaign Sara
 - c. Upcoming Policy and Process Updates
 - i. PTO Policy Updates
 - ii. Policy 105 Updates
 - iii. Holiday Policy Updates
 - iv. Employee Status Definitions
 - v. Strategic Succession Planning

Prepared by: Samantha Kraegenbrink



AGENDA

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12. Next Meeting Topics

a. How does the Committee Prefer the Position Updates for the 2022 Budget

13. Adjourn



MINUTES

Eau Claire County Joint Meeting: Committee on Human Resources and Finance & BudgetFriday, July 9, 2021 at 8:30 a.m. Virtual Meeting

Present from Human Resources Committee: Judy Gatlin, Mark Beckfield, Kevin Stelljes, Stella Pagonis. Katherine Schneider

Present from Finance & Budget Committee: Gerald Wilkie, Jim Dunning, Stella Pagonis, Robin Leary

Others: Samantha Kraegenbrink – Committee Clerk, Katelynn Eslinger, Jessica Rubin, Sara Bronstad, Norb Kirk, Autumn Schneider, Linda O'Mara, Amy Weiss, Kathryn Schauf, Dawn Edlin

Chair Pagonis called the meeting to order for Finance & Budget Committee at 8:30 a.m. and called the meeting to order for the Committee on Human Resources at 8:30 a.m.

Samantha Kraegenbrink called verbal roll call for each committee respectfully and is listed above under present.

No members of the public wished to make comment.

Without objection the minutes will be placed on the next meeting of the Human Resources Committee.

Jessica Rubin provided in depth detail of the Human Resources budget request. The committees were given the opportunity to discuss and ask questions of the Director and the Finance Department.

Supervisor Gatlin motions to approve the budget as presented today, Supervisor Schneider seconded the motion. All in favor, motion passes.

Chair Pagonis adjourned the Finance & Budget Committee at 9:45 a.m.

The Committee discussed moving the next meeting from its normal date in August to August 20. Director Rubin requests to add an additional meeting in September to review position changes. The meeting would be September 17, 2021, just to cover position changes.

The following will be future meeting topics:

- a. Policy 001 Definition Updates
- b. Paid Leave Policy
- c. PTO Payout Policy Updates
- d. Timekeeping Policy Updates
- e. Update on search for replacement for NetTime

Chair Beckfield adjourned the meeting at 9:57 a.m.

Respectfully submitted by,

Samantha Kraegenbrink Assistant to the County Administrator





OVERALL EMPLOYEE PARTICIPATION

(CURRENT PROGRAM YEAR)

31.3%

of current employees completed a Vitality Activity

27.4%

of current employees completed a Vitality Health Review

Activity Report

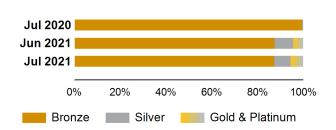
1.2%

of current employees completed a Biometric Screening

1.2%

of current employees completed a VHR & Biometric Screening

VITALITY STATUS EARNED THIS PROGRAM YEAR



	Jul 202	21	Jun 2021	Jul 2020
Earned Status	Employees	%	%	%
Bronze	379	87.3%	87.5%	99.6%
Silver	31	7.1%	8.1%	0.4%
Gold	21	4.8%	3.9%	0.0%
Platinum	3	0.7%	0.5%	0.0%

12.7%

of current employees earned
Silver Status or higher
in the current program year

MONTHLY ACTIVITY COUNTS

2.9

average monthly activities*

Per employee during the current program year

Average Activities* per Employee



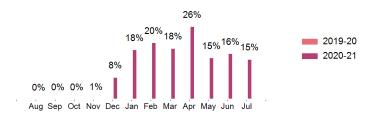
^{*} Monthly activity counts exclude VHR completions, verified biometrics, and self-reported activities

% Employees Completing Activities*

30.9%

of current employees have **completed an activity***during the current program year





CURRENT MEMBE	RSHIP AS OF 7/31/2021				Employee Only		Spouses Only	
	Overall	Employees	Spouses	Children	Male	Female	Male	Female
Population	687	434	253	0	170	264	146	107
	100%	63%	37%	0%	39%	61%	58%	42%

VITALITY POINTS OVERVIEW



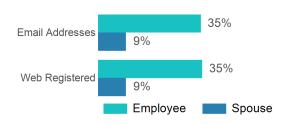
39,115

Points earned

382,045

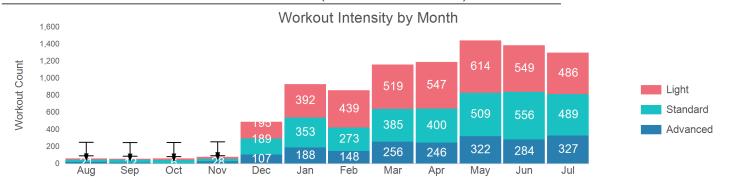
Points earned

CONTACT STATISTICS ACQUIRED



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CURRENT PROGRAM YEAR WORKOUTS (ADULT MEMBERS)



Employees	July

	LIGHT WORKOUT		STANDARD WORKOUT		ADVANCED WORKOUT		TOTAL	
	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS
Health Club	n/a	n/a	14	2	n/a	n/a	14	2
Heart Rate Monitor	0	0	3	2	46	8	49	8
Pedometer	336	51	330	38	124	26	790	53
Calories	6	3	3	2	85	9	94	9
Active Calories	88	13	119	10	32	8	239	13
Total	430	55	469	43	287	36	1,186	57

Program Year to Date

	LIGHT WORKOUT		STANDARD WORKOUT		ADVANCED WORKOUT		TOTAL		
	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	
Health Club	n/a	n/a	144	10	n/a	n/a	144	10	
Heart Rate Monitor	0	0	37	5	275	8	312	8	
Pedometer	2,532	66	1,831	55	704	41	5,067	66	
Calories	33	6	73	9	480	11	586	11	
Active Calories	725	16	789	18	139	13	1,653	21	
Total	3,290	66	2,874	64	1,598	49	7,762	76	

Employees & Spouses July

	LIGHT \	LIGHT WORKOUT		STANDARD WORKOUT		ADVANCED WORKOUT		TAL	
	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	
Health Club	n/a	n/a	14	2	n/a	n/a	14	2	
Heart Rate Monitor	0	0	4	3	61	10	65	10	
Pedometer	372	56	344	41	131	29	847	58	
Calories	7	4	6	4	103	11	116	11	
Active Calories	107	14	121	11	32	8	260	14	
Total	486	61	489	48	327	40	1,302	63	

Program Year to Date

	LIGHT V	LIGHT WORKOUT		STANDARD WORKOUT		ADVANCED WORKOUT		TAL	
	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	ACTIVITIES	PARTICIPANTS	
Health Club	n/a	n/a	255	11	n/a	n/a	255	11	
Heart Rate Monitor	4	1	47	7	356	10	407	10	
Pedometer	2,785	74	1,868	60	720	46	5,373	74	
Calories	45	7	88	11	583	13	716	13	
Active Calories	845	19	794	20	140	14	1,779	24	
Total	3,679	76	3,052	72	1,799	56	8,530	87	

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Employees

Program Year to Date

July 2021

	Total Activities	Total Participants	% Engaged	Prior % Engaged	Current % Increase	Total Activities	Total Participants	% Engaged
VITALITY REVIEWS	303	119	27.4%	27.1%	1.0%	11		1.4%
Vitality Health Review Completions	119	119	27.4%	27.1%	1.0%	2	2	0.5%
Physical Activity Review	43	43	9.9%	8.8%	12.4%	5	5	1.2%
Mental Well-being Reviews	141	50	11.5%	11.1%	3.4%	4	2	0.5%
VITALITY CHECK	18		1.2%	0.9%	24.1%			0.2%
Verified Biometric Results	18	5	1.2%	0.9%	24.1%	4	1	0.2%
EDUCATION	249	44	10.1%	10.0%	1.6%	14		1.6%
Online Course Completions	40	13	3.0%	2.8%	7.6%	5	3	0.7%
Action Sets and Decision Points	74	25	5.8%	5.8%	-0.7%	0	0	0.0%
Calculators	64	23	5.3%	4.9%	8.8%	3	2	0.5%
Health FYI Webcasts	52	14	3.2%	3.2%	-0.7%	6	4	0.9%
PHYSICAL ACTIVITY	8,377	83	19.1%	19.0%	0.5%	1,240	60	13.8%
Verified Workouts	7,762	76	17.5%	17.4%	0.6%	1,186	57	13.1%
Athletic Events	3	2	0.5%	0.0%	n/a	2	2	0.5%
Sports Leagues	1	1	0.2%	0.2%	-0.7%	0	0	0.0%
Self-Reported Activities	611	21	4.8%	4.9%	-0.7%	52	3	0.7%
GOALS	359	34	7.8%	7.9%	-0.7%	26		1.4%
Goal Check-ins	359	34	7.8%	7.9%	-0.7%	26	6	1.4%
EMPLOYER-SPECIFIC	408	124	28.6%	27.8%	2.6%	43	43	9.9%
Employer Sponsored Events	408	124	28.6%	27.8%	2.6%	43	43	9.9%
OTHER	98	36	8.3%	8.4%	-0.7%	10	10	2.3%
Vitality Squares	98	36	8.3%	8.4%	-0.7%	10	10	2.3%
ALL ACTIVITIES	9,814	136	31.3%	31.1%	0.8%	1,348	64	14.7%

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Employees & Spouses

Program Year to Date

July 2021

Total rticipants E	% Engaged 1.2%
	1.2%
3	
	0.4%
5	0.7%
3	0.4%
	0.1%
1	0.1%
	1.2%
3	0.4%
0	0.0%
2	0.3%
4	0.6%
66	9.6%
63	9.2%
2	0.3%
0	0.0%
3	0.4%
	0.9%
6	0.9%
48	7.0%
48	7.0%
11	1.6%
11	1.6%
	66 63 2 0 3 6 6 48

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POLICY 515 USE OF COUNTY VEHICLES

- **1. Purpose.** To provide guidelines and assign responsibility for the safe operation and use of all vehicles operated by authorized individuals. It is the intent of this policy to ensure that County vehicles are safe, and that operators adhere to all local, state, and federal laws.
- **2.** Scope. This policy applies to all regular full-, part-time, and temporary employees of Eau Claire County and all owned, non-owned, rented, or leased vehicles.
 - 3. Definitions.
 - 3.1. <u>Authorized employee</u>. The designated County employee-operator of the County vehicle conducting County business.
 - 3.2. <u>County-Owned Vehicle</u>. Any vehicle owned or leased by Eau Claire County. All County vehicles will be clearly marked with municipal plates. Exceptions for some vehicles assigned to sensitive jobs will require approval from the Sheriffto not be marked.
 - 3.3. <u>County Business</u>. Any authorized work or activity performed by a County employee conducting County business for Eau Claire County.
 - 4. Use of Vehicles.
 - 4.1. Only authorized employees working within the scope and purpose of County business will use County vehicles. County-owned vehicles are not assigned for, nor will they be used for, the convenience of the employee with regard to personal transportation needs or other non-County-related business.
 - 4.1.1. Employees using a County-owned vehicle shall not use it for personal use or errands without the department head's written approval.
 - 4.1.2. If the vehicle is damaged while using it for personal use, the employee will be responsible liable for any damages to the vehicle that are not covered by County insurance.
 - 4.2. Passengers in County vehicles must be engaged in County business. Family members who are not County employees will not ride in County vehicles unless prior authorization is requested and approved by the department head and County Administrator.
 - 4.3. Drivers of County vehicles are responsible for operating vehicles in a safe and prudent manner and are responsible for their own actions when occupying a vehicle, including responsibility for violations of the law.

POLICY 515 USE OF COUNTY VEHICLES

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

- 5. Commuting.
- 5.1. Use of County vehicles for purposes of commuting between an employee's residence and principal place of work, provided such use is in the best interests of the County, will require written authorization of the department head and County Administrator. In order to ensure appropriate fiscal control, a reporting system including: vehicle identification, vehicle mileage, purpose, principal operator of the vehicle, and business and commuting mileage driven, will be developed by the Finance Director and will be reviewed and approved annually by the County Administrator.
- 5.2. Employee use of County vehicles for purposes of commuting between an employee's residence and principal place of work will be subject to the applicable provisions of the Internal Revenue Code and Regulations as may be subsequently amended or modified.
- 6. Department Head or Supervisor Responsibilities.
- 6.1. Ensure vehicle operators maintain a current Wisconsin Driver's License for the class of vehicle they are assigned to operate.
- 6.2. All vehicle use is in accordance with this policy.
- 6.3. Vehicles are maintained <u>appropriately</u>, in accordance with the Purchasing & Central Services fleet vehicle operating procedures.
- **7.** Authorized Employee Responsibilities.
- 7.1. Possess and maintain the proper Wisconsin Driver's License.
- 7.2. Notify their supervisor and department head of any changes in their driver's license (i.e. revocation, suspension) <u>immediately</u>.
- 7.3. Notify their supervisor and department head of any traffic citations, etc. received while operating a County-owned vehicle or personal vehicle.
- 7.4. Comply with all federal, state, and local laws relative to the operation of a County vehicle.
- 7.5. Report all accidents or incidents within 48 hours of the accident. Accidents involving personal injury or significant property damage must be reported to the employee's supervisor and the Purchasing & Central Services Department Risk Management immediately. Failing to report accidents will result in disciplinary action.

POLICY 515 USE OF COUNTY VEHICLES

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

Commented [SB1]: What does this mean? Since we are requiring authorization, do we need this?

Commented [SL2R1]: I think it should stay in because we only allow a few people to use a vehicle for commuting based on job need.

Commented [SB3]: Can this be in place before we publish the policy?

Commented [SL4R3]: May not be needed since we track mileage via the Fuel cards and we are not allowing personal use. May be able to remove this. Thoughts?

Commented [JJ5R3]: I think we should state that each department will track these items and not the finance director.

Commented [SB6]: Our travel policy states that mileage/time between residence and primary place of employment is not work time and mileage is not paid

Commented [SL7R6]: We won't be paying mileage but the IRS does consider the vehicle use as a personal benefit and has rules on charging the employee as a benefit allowance. Jon is checking with other counties on this

It may be tied into 5.1 above.

sleenhou 2020-09-25 19:15:47

Apparently this Fleet Program was dearth years ago and each department handles their own vehicles. This maintenance and purchase of replacement vehicles is now

Commented [SB8]: Do we want to mention anything about policy 513 that require personal vehicles to be insured?

Commented [SL9R8]: The vehicles are insured by the county so I think we're ok without adding that in.

Commented [SB10]: Do we have 24 somewhere else?

Commented [SL11R10]: 24 hour notice is preferable so that could be changed.

Commented [SB12]: Do we want to put the Risk Analyst notification on the supervisor so the employee only notifies their supervisor?

Commented [SL13R12]: That would be fine as long as I'm notified as I'll have to file the claim with the insurance

- 7.6. Do not drive under the influence of alcohol, prescription medicines that warn against operating a vehicle, sleepiness, or illegal drugs. Alcoholic beverages or any illegal drugs are not permitted in County vehicles at anytime. <u>Do not use or allow the use of tobacco products in a County vehicle.</u>
- 7.7. Do not drive while operating a cell phone, PDA, or other electronic communication device. Law Enforcement personnel with County issued cell phones are exempt from this requirement.
- 7.8. Report and assume responsibility for all citations or moving violations while operating the County vehicle. Any citations received by the operator will be their financial responsibility. Do not use or allow the use of tobacco products in a County vehicle.
- 8. Compliance.
- 8.1. Abuse of the vehicle or policies may result in, but not be limited to: disciplinary action, a departmental cost of repair and/or cleaning, or suspension of vehicle usage.

POLICY 515 USE OF COUNTY VEHICLES

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual



Effective Date: January 1, 2012

Revised Date:

Eau Claire County Employee Policy Manual

FACT SHEET

TO FILE NO.

AMENDING THE HUMAN RESOURCES POLICY MANUAL – SHIFT DIFFERENTIAL OVERNIGHT STATE CONTRACTED PROJECTS

This resolution would amend Human Resource Policy 519 creating section 4.2, under the Highway Department, for the creation of a shift differential for overnight State contracted projects. The Highway Department is contracted by the Department of Transportation to perform State highway maintenance throughout the year. Several of these maintenance projects require work to be completed overnight due to traffic volumes during the daytime. In 2021 the Highway Department will have three projects that fall under this situation. Currently staff work overnight shifts while being compensated regular wage during the normal work week.

For overnight work contracted with the Department of Transportation a shift differential of \$2.00 per hour would apply to all staff working on that project. The hourly rate for nigh shift work is established by Federal and State guidelines related to transportation prevailing wage projects consisting of 7 ½ percent to 10 percent of an employee's wage. The differential would be in addition to overtime, holiday, and weekend compensation.

The duration of each project can vary depending on the scope and type of work. One of our projects this fall will consist of crack filling USH 53 north and south of Golf Road. The entire project will be three weeks in duration with one week of work required to be completed at night. The shift differential cost would be covered by funds received from the state. The estimated cost for the proposed shift differential on this project for the 13 staff scheduled would be approximately \$2,700.00.

Fiscal Impact: No levy impact. \$2,700.00 average cost of project with funds repaid by State

Respectfully Submitted,

Jon Johnson

Jon Jonson Highway Commissioner AUTHORIZING A CHANGE TO THE EMPLOYEE POLICY MANUAL POLICY 519.

HIGHWAY DEPARTMENT EMPLOYEES REQUIRED TO WORK OVERNIGHT ON

CREATING SECTION 4.2 THAT AUTHORIZES A SHIFT DIFFERENTIAL FOR

 WHEREAS, the Highway Department is contracted by the Wisconsin Department of Transportation to complete state highway maintenance on all state highways located in Eau Claire County; and

WHEREAS, maintenance projects mandated by the Department of Transportation require that work is completed during times of "off peak traffic volumes," meaning that certain work must be performed during the overnight hours; and

WHEREAS, currently, there is not a shift differential in pay for Highway Department nonexempt employees that are scheduled to work overnight shifts for state highway maintenance projects; and

WHEREAS, creating a differential in pay for specific projects that are scheduled during overnight hours will be consistent with Federal and State prevailing wage guidelines for transportation projects; and

WHEREAS, A night shift differential rate of 2.00 per hour is consistent with Federal guidelines of $7\frac{1}{2}\%$ to 10% of an employees pay rate; and

WHEREAS, A night shift differential would be applied to the employee's base pay and would be included in the calculation of any overtime, holiday, or weekend pay that already exists in the Employee Policy Manual but would be limited to the actual hours worked overnight on a state highway maintenance project.

NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby approves the change of Employee Policy Manual policy 519, creating section 4.2 that authorizes the creation of shift differential pay for non-exempt highway employees in the amount of \$2.00 per hour who are working overnight hours for state highway maintenance projects that are scheduled during the hours 4pm to 6am.

Fiscal Impact; no levy impact

STATE HIGHWAY PROJECTS

action taken by the undersigned committee on August, 2021 by a vote of for, against.	I certify that the foregoing correctly represents	
August, 2021 by a vote of for, against.	action taken by the undersigned committee	on
	August, 2021 by a vote of for, again	st.