



AGENDA

Eau Claire County

Special Meeting of the Committee on Human Resources

Date: October 28, 2022

Time: 8:30 a.m.

Location:

721 Oxford Ave, Room 3312 • Eau Claire, WI

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m34073d0403cdae2a403bd86eab7ec6ba>

Join by meeting number:

Meeting number: 2599 776 7982 Password: MpmqEHBf558

Join by phone:

Dial in: 415-655-0001 Access Code: 2599 776 7982

Written public comment must be submitted to Samantha Kraegenbrink at least 60 minutes prior to the start of the meeting. (samantha.kraegenbrink@eauclairecounty.gov)

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. September 16, 2022
5. Director's Report
 - a. Benefits & Open Enrollment Update
 - b. Quarter 3 Report
 - c. Compensation Strategy Update
 - d. Recruitment Update
 - e. Lighthouse Overview
 - f. Retiree Recognition
6. Policy 519: Salary Plan Administration Policy Update – **Discussion/Action**
7. Policy 425: Paid Time Off Policy – **Discussion/Action**
8. Policy 105: Separation Policy Update – **Discussion/Action**
9. Future Items
 - a. Mileage and Meal Reimbursement
10. 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 839-6745 (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

Special Meeting of the Committee on Human Resources

Date: September 16, 2022

Time: 8:30 a.m.

Location:

721 Oxford Ave, Room 1277 • Eau Claire, WI

Present: Larry Hoekstra, Cory Sisk, Katherine Schneider, Judy Gatlin, Allen Myren, Nick Smiar (ex-officio)

Others: Samantha Kraegenbrink, Kathryn Schauf, Jessica McDonald, Eric Huse, Norb Kirk, Dave Riewestahl, Cory Schalinske, Brittany Buhrow, Bryon Ayres, Dawn Edlin, Jaime Parker, Sonja Leenhouts, Glenda Lyons, Judge John Manydeeds, Megan Brasch, Matt Theisen, Peter Rindal, Josh Pedersen, Rod Eslinger, Susan Schaffer, Vickie Gardner, Linda Struck, Katrina Ranallo, Jon Johnson, Greg Dachel, Matt Michels, Amy Weiss, Diane Cable

Public: Dane Zook – County Board Supervisor, Gerald Wilkie – County Board Supervisor, Stella Pagonis – County Board Supervisor (10:06 a.m.)

Call to Order and Confirmation of Meeting Notice

Chair Myren called the meeting to order at 8:30 a.m. and confirmed meeting notice. A moment of silence was observed in memory of Sheriff Ron Cramer.

Roll call

The committee clerk called the roll, and it is noted above under present.

Public Comment

No members of the public wished to make comment.

Approval of Minutes for August 30, 2022

Motion by Supervisor Schneider. No deletions, additions or corrections. All in favor; minutes approved.

File No. 22-23/049: Authorizing the Eau Claire County Human Resources Department to Address the Compensation Issues Identified and Recommended through the Benchmarking and Total Rewards Project

Judge Manydeeds provided examples from the courts area of anomalies. Director McDonald further explained the resolution noting that passes this resolution with a start date of 9/9/2022, each future positions being adjusted would need to be retroactive to the same date. Supervisor Sisk motions to approve; seconded by Supervisor Hoekstra. All in favor, motion carried.

2023 Position Budgeting Review

Motion by Supervisor Hoekstra to separate out in groups. All in favor, motion carried.

- **General Government.** Supervisor Gatlin motions to approve. Supervisor Hoekstra motions to amend recommendation of the Culture & Relations Coordinator and not approve the creation. 3 (yes, 2 no (Gatlin, Schneider.) On the original motion as amended, motion carries; 5-0.
- **Judicial.** Supervisor Gatlin motions to approve. All in favor; motion carries.



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- **Public Safety.** Supervisor Gatlin motions to approve. Supervisor Myren recommends approving all request for patrol deputy's and approve one JDC worker to full-time to aid in ease of filling the position. Supervisor Hoekstra offers an amendment to recommend the addition of four patrol deputy positions (two in January 2023, two in July 2023) in addition to the JDC worker. Supervisor Schneider motions to amend to only approve two patrol deputies. Amendment was withdrawn by Supervisor Schneider; amendment withdrawn by Supervisor Hoekstra; motion withdrawn by Supervisor Gatlin.

Supervisor Gatlin motions to review positions separately.

JDC Worker: Motion by Supervisor Hoekstra to recommend; 3 yes 2 no.

Recreational Officer: Motion to approve as recommend by Supervisor Sisk; all in favor.

Jail Lieutenant: Motion to approve as recommended; all in favor.

Patrol Deputy 1: Motion by Supervisor Hoekstra to approve. 4 yes, 1 no (Supervisor Gatlin)

Patrol Deputy 2: Motion by Supervisor Sisk to approve. 4 yes, 1 no (Supervisor Gatlin)

Patrol Deputy 3: Motion by Supervisor Sisk to approve. 4 yes, 1 no (Supervisor Schneider)

Patrol Deputy 4: Motion by Supervisor Gatlin to approve. 4 yes, 1 no (Supervisor Schneider)

- **Health and Social Services.** Motion by Supervisor Gatlin to approve. Supervisor Sisk motions to separate. 3 yes, 2 no.

Abolish Social Work Supervisor- Crisis; Create Social Work Manager-Crisis. Motion by Supervisor Sisk to recommend.

Abolish Fiscal Associate III; Create Accountant. Motion by Supervisor Schneider. All in favor.

Abolish Administrative Specialist I and create a Resource Specialist. Supervisor Schneider motions to approve, all in favor.

Abolish a Senior Social Worker – Access and create a Social Work Supervisor – Access. Motion by Supervisor Gatlin. 4 yes, 1 no.

Create Social Worker – Crisis. Motion by Supervisor Schneider. All in favor.

Create a Social Worker – Access. Motion by Supervisor Gatlin. All in favor.

Create a Records Supervisor/Manager. Motion by Supervisor Schneider to approve. 2 yes, 3 no. Motion fails.



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Create a Resource Specialist as recommended. Motion by Supervisor Sisk. All in favor.

Create a Peer Support Specialist-Crisis. Motion by Supervisor Gatlin. 2 yes, 3 no, motion fails.

Increase FTE of a Data Specialist from 0.50 to 1.0. Supervisor Schneider motions. All in favor

- **Culture & Recreation.** Motion by Supervisor Gatlin as recommended. All in favor.

Supervisor Schneider motions to reconsider motion for Records Supervisor. 2 yes, 3 no. Motion fails.

Future Meeting Topics

- a. Compensation Strategy Update
- b. Current Vacancies
- c. Lighthouse Overview

The meeting was adjourned at 10:13 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator



Benefit Strategy Review

Eau Claire County

October 28, 2022





Executive Summary



Value Perception Survey... Opportunities to explore

- More choice in benefit offerings
- Employer contribution to the dental premiums; improved dental plan design
- Better education around the Health Reimbursement Account that helps reduce employee's out of pocket exposure
- Less complicated medical plan design
- Provide stipend for employees who waive the medical plan
- Provide more communication around the total rewards program inclusive of wage, insurance benefits, retirement, and time off
- Contributory disability programs

Year in review

- ▶ Employee Engagement
 - Education
 - Wellbeing
 - Value Perception Survey
- ▶ Added Virtual Care Room
- ▶ In June, WEA Trust announced they were exiting the market
- ▶ RFP – SHP selected
- ▶ Medical plan simplification and enhancements
- ▶ Dental plan enhancements
- ▶ Adding ID Theft and Legal Plan



Dedicated Virtual Care Room



Medical Plan – RFP Results

▶ Negotiations

- \$75K in wellbeing credits
- \$5K in communication credits
- Two additional CareMyWay virtual care tablets
- 10 hours of telephonic wellness committee consultation
- Three-year “not to exceed”

▶ Added benefits

- OTC benefit
- Free health coaching
- Fitness center discounts
- Omada for diabetes prevention

▶ Plan design enhancements

- One plan design, two networks
- Removed HRA
- Lowered deductible
- Providing access to direct primary care at no cost to employees

New & enhanced benefits

- ▶ Legal Insurance through ARAG
- ▶ Identity and Privacy Protection through Allstate
- ▶ Modified contract with Alithias
- ▶ Near site clinic
- ▶ Dental Plan
 - Reduced employee premium contribution
 - Added coverage for white posterior fillings
 - Added additional cleanings for people with certain conditions such as pregnancy and diabetes

Oakwood Direct Access Center

Your place for primary care service.

From newborn to adult, our primary care team has you covered. Our providers emphasize preventive care, and treat minor acute and chronic medical conditions for the entire family.

Services available at Oakwood Direct Access Center include annual exams, cholesterol and blood pressure screenings, skin cancer screenings, immunizations like flu shots, health coaching, and behavioral health integrated care with an emphasis on mental health.

New Service:

Behavioral health integrated care with a focus on mental health. Patients receive care from a registered nurse and have access to a psychiatric nurse practitioner one day per week in-person and virtually. Behavioral health services include the following:

- Initial Assessment
- Care coordination every step of the way
- Health education
- Weekly psychotherapy services (in-person & virtual)
- Medicine management

Note: Some services and those referred outside of ODAC will be subject to out-of-pocket cost.

- ▶ Services are free for employees and their dependents covered by the health plan



Clinic Hours:

Monday-Friday, 7 a.m.-7 p.m.
First and Third Saturday, 9 a.m.-1 p.m.



To schedule an appointment:

Call: 715-858-4099
Toll free: 1-844-736-0119



Center Address:

3501 Golf Road
Eau Claire WI 54701
Lower Level.

Ancillary & Administrative Partners

- ▶ No rate change for the following benefits
 - Vision
 - Voluntary Life
 - Short- and Long-Term Disability
 - Critical Illness and Accident
- ▶ Vitality Wellbeing Program
 - Paid outside of WEA Trust at discounted rate
 - Negotiated reimbursement from SHP
 - Will be open to employees **not** on the health plan
- ▶ ComPsych Employee Assistance Program
 - No rate change for 2023
- ▶ EBC Administrative Partner
 - COBRA, Flex and HSA Administration



Up next...

- ▶ Self-funding feasibility study
- ▶ Employee advocacy and claims support
- ▶ Technology review
- ▶ Ancillary lines review
- ▶ Employee Education
 - Pre- and Post Enrollment education
 - Monthly Newsletter
 - Wellbeing Programming
 - Advanced Concepts in HSA
 - Medicare 101/Preparing for retirement
 - Vendor fair

Questions?



Human Resources

SELECTED PERFORMANCE MEASURES																			
Number of Recruitments	41																		
Applications Reviewed	312																		
Applicant Sources (% of each)	<p style="text-align: center;"><u>Source</u></p> <table> <tr> <td>Indeed.com or GovernmentJobs.com</td> <td>50.32%</td> </tr> <tr> <td>Eau Claire County Website</td> <td>33.33%</td> </tr> <tr> <td>County Employee Referral</td> <td>7.69%</td> </tr> <tr> <td>LinkedIn</td> <td>2.24%</td> </tr> <tr> <td>WILENET</td> <td>1.92%</td> </tr> <tr> <td>Facebook</td> <td>1.60%</td> </tr> <tr> <td>Job Center of Wisconsin</td> <td>1.28%</td> </tr> <tr> <td>College Job Board or Faculty</td> <td>0.96%</td> </tr> <tr> <td>Job Interest Card email alert</td> <td>0.64%</td> </tr> </table>	Indeed.com or GovernmentJobs.com	50.32%	Eau Claire County Website	33.33%	County Employee Referral	7.69%	LinkedIn	2.24%	WILENET	1.92%	Facebook	1.60%	Job Center of Wisconsin	1.28%	College Job Board or Faculty	0.96%	Job Interest Card email alert	0.64%
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College Job Board or Faculty	0.96%																		
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Applicant to Hire Ratio	12/1 (312/26)																		
New Hires	26																		
Transfers/Promotions	19																		
Number of Separations	20 (1 retire) 11 (temp/seasonal)																		
Exit Interviews	Face to Face: 0 Online: 9																		
Turnover Rate Organization Wide	3.11%																		
Turnover Rate (Department)	<table> <tr> <td>HIGHWAY</td> <td>1.64%</td> </tr> <tr> <td>HUMAN SERVICES</td> <td>4.05%</td> </tr> <tr> <td>INFORMATION SYSTEMS</td> <td>7.69%</td> </tr> <tr> <td>PLANNING & DEVELOPMENT</td> <td>3.45%</td> </tr> <tr> <td>SECURITY SERVICES DIVISION</td> <td>8.06%</td> </tr> </table>	HIGHWAY	1.64%	HUMAN SERVICES	4.05%	INFORMATION SYSTEMS	7.69%	PLANNING & DEVELOPMENT	3.45%	SECURITY SERVICES DIVISION	8.06%								
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Average Time to Fill (<i>days from vacancy to hire</i>)	69																		
Average Time to Fill (Department)	<table> <tr> <td>HIGHWAY</td> <td>57</td> </tr> <tr> <td>HUMAN SERVICES</td> <td>80</td> </tr> <tr> <td>FINANCE</td> <td>60</td> </tr> <tr> <td>CORPORATION COUNSEL</td> <td>54</td> </tr> <tr> <td>PLANNING & DEVELOPMENT</td> <td>35</td> </tr> <tr> <td>REGISTER IN PROBATE</td> <td>15</td> </tr> </table>	HIGHWAY	57	HUMAN SERVICES	80	FINANCE	60	CORPORATION COUNSEL	54	PLANNING & DEVELOPMENT	35	REGISTER IN PROBATE	15						
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PLANNING & DEVELOPMENT	35																		
REGISTER IN PROBATE	15																		
Total Number of Interviews	90																		
Number of Active Employees	642																		
Number of Vacancies (EOQ)	41.9 FTEs vacant 1.4 of those vacant FTEs listed as "holding"																		

	=40.5 FTE 21 FTE DHS 15 FTE SHERIFF (of that 10 FTE CORRECTIONAL OFFICERS)																																																
Percentage of Employees Enrolled in HI	77%																																																
Total Hours of PTO Taken	25,352																																																
Total Hours of PTO Available (<i>PTO at end of quarter + PTO taken</i>)	112,795																																																
Number of Leaves (FMLA, Military, Personal) active in quarter	22																																																
Number of Wellness Challenges	3																																																
Average Age of Workforce	43.23																																																
Average Years of Service (includes seasonal employees and temp)	7.72																																																
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VETERANS SERVICES	6.21																																																
Completed Trainings in Learn	35																																																
Benefit Learning Opportunities	1 EAP Presentation (Mental health awareness for leaders), 1 JAC retirement seminar, 1 Nationwide meeting and 1 EAP Critical Care Meeting																																																

POLICY 519 SALARY PLAN ADMINISTRATION

1. **Purpose.** The purpose of this policy is to administer a uniform employee salary plan. The salary and benefits provided by the county to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the county is either required to or is discretionarily providing to its residents. The county will provide these salaries and benefits on the basis of internal equity, and external competitiveness if fiscally feasible.

2. Salary plan administration.

2.1 New Hires. ~~Will normally commence working on Step 1 of the pay grade.~~ The hiring supervisor, with approval of ~~the Human Resources Director~~ the department head, can start experienced individuals within steps ~~1-2~~ – 5 under any of the following conditions.

- The entrant must have substantial experience immediately usable in the new position.
- Market conditions must demand a higher starting salary step.
- Salary compression from subordinate positions requires a higher starting salary.

2.1.1 Placement above step 6 requires the approval of the County Administrator and the Human Resources Director.

2.2 Promotions~~Reclassification~~. An individual who moves to a position of a higher pay grade will be placed on Step 1 of the new salary schedule; OR, the step closest to a 5% increase.

2.3 Step Increases. Step increases will occur at the start of the first pay period each July. ~~Step increases will not be automatic. Employees must have a performance evaluation that indicates satisfactory performance.~~

~~2.3.1~~ 2.4 Performance Evaluations. An employee who has received an unsatisfactory performance evaluation, is serving a disciplinary suspension or who has been placed on a Performance Improvement Plan that includes a time limit within which the deficiencies must be corrected, will not receive the annual step increase.

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POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016; 05/15/2018; 03/2019, 08/20/2021

Eau Claire County
Employee Policy Manual

3. Parks and Forest.

- 3.1 Coon Fork Park Rangers will receive housing accommodations which include L.P. gas for heating and cooking. The adjusted annual value of in kind wages, inclusive of housing and utilities is \$1,237.
- 3.2 Coon Fork Park Rangers will receive a .78¢ per hour adjustment in recognition of the on-site living requirement.

4. Highway.

- 4.1 Mechanics that obtain and maintain certification from ASE (The National Institute for Automotive Service Excellence) for heavy-duty truck service will be paid an annual certification allowance on the first pay period following their anniversary date of employment. The employee will submit proof of certification from ASE before payment. The allowance will be \$50 for each truck area test passed, with a maximum annual certification allowance of \$400 per employee for Master Certification.
- 4.2 Non-exempt highway department employees scheduled to work on state highway maintenance projects between the hours of 4 p.m. and 6 a.m. will receive an additional two dollars (\$2.00) per hour for that work completed after 4 p.m. and before 6 a.m.

5. Airport.

- 5.1 The Maintenance Technician positions at the airport will receive an additional fifty cents (\$.50) per hour for all hours worked as long as these positions provide ARFF services at the airport.

6. Facilities.

- 6.1 Employees in the facilities department scheduled to work an eight (8) hour shift lasting after 7 p.m. or beginning before 6 a.m. will receive an additional twenty-five (\$.25) per hour after 7 p.m. and before 6 a.m.

7. Subpoena Pay.

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POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016; 05/15/2018; 03/2019, 08/20/2021

Eau Claire County

Employee Policy Manual

7.1 Employees who are subpoenaed or required to testify in court outside of their normally scheduled hours shall receive a minimum of one (1) hour pay.

7.2 Subpoena fees will be retained by the County.

8. Appointment of Child Support Management and Legal Support Duties

8.1 The Corporation Counsel will appoint one Assistant Corporation Counsel to perform the duties of providing oversight of the county's child and spousal support, paternity, and medical support liability program in accordance with state and federal laws, rules and regulations as outlined in the job description addendum.

8.1.1 The Corporation Counsel will notify the Director of the appointment.

8.1.2 The Assistant Corporation Counsel appointed to these duties will receive an annual stipend of \$1,500 which will be distributed throughout the year each pay period.

9. Field Training Officers.

9.1 Field Training Officers (FTO) will receive \$2.00 per hour when training new employees only. The FTO will not receive this \$2.00 for meetings.

10. Death While an Active Employee.

10.1 Upon the death of an employee, the employer will pay to the employee's spouse or to the estate if there is no surviving spouse, any earnings due to the employee at the time of his or her death.

11. Total Base Wages and Other forms of Compensation.

11.1 Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.

11.2 Employers may bargain with units comprised exclusively of public safety employees, as defined by law, on any term or condition of employment, including any form of compensation, except WRS employee required contributions and all costs and payments associated with and the design and

POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Eau Claire County

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016; 05/15/2018; 03/2019, 08/20/2021

Employee Policy Manual

selection of health care coverage plans except for the employee premium contribution

POLICY 519 SALARY PLAN ADMINISTRATION

Effective Date: January 1, 2012

Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016; 05/15/2018; 03/2019, 08/20/2021

Eau Claire County

Employee Policy Manual

POLICY 425 PAID TIME OFF (PTO)

- 1. Purpose.** To provide employees with a flexible means of utilizing paid leave time for planned and unplanned absences. 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 status employees working at least 20 hours per week (.50 FTE) are eligible for the benefits documented herein. Part-time employees working less than 20 hours per week (.50 FTE), temporary employees 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 employee’s immediate family, or for qualified FMLA absences, of more than 24 consecutively scheduled hours.
 - 3.3 Benefit Time.** Refers to both PTO and ELB time.
 - 3.4 Family Medical Leave Act (FMLA).** Provides time off for various medical and military purposes as defined by State and Federal law.
 - 3.5 Planned PTO.** Requested and approved prior to the date for which the employee is requesting leave.
 - 3.6 Unplanned PTO.** Requested or reported on the date the employee will not be reporting to work.
 - 3.7 Post-Employment Health Plan (PEHP)/Health Trust Account.** An employee benefit to help pre-fund the future cost of health care expenses.
 - 3.8 Creditable Employment.** Years of service with the County working in a regular full- or part-time position beginning with the Employee’s anniversary date as defined by Eau Claire County Policy 001 – Definitions and ending with the date of separation. Employment in a seasonal or temporary position is not considered creditable employment for purposes of PTO.

POLICY 425 PAID TIME OFF (PTO)

Effective Date: November 3, 2013

Revised Date: November 2021

Eau Claire County
Employee Policy Manual

4. Accrual.

4.1 All full-time employees hired into regular status positions will begin employment with a PTO balance of 40 hours.

4.1.1 Part-time employees who are eligible to earn and use PTO will begin employment with a pro-rated number of hours, equivalent to one week.

Example: A .73 FTE employee will begin employment with 29.2 hours of PTO (40 hours*.73 FTE = 29.2 hours)

4.2 Full-time 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

4.3 Exempt supervisors 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	8.0 hours	26.00 days	500 hours
5 – 10 th Anniversary	9.5 hours	30.88 days	500 hours
10 – 15 th Anniversary	11 hours	35.75 days	500 hours
After 15 th Anniversary	12.5 hours	40.63 days	500 hours

4.4 Part-time employees working at least 20 hours per week (.50 FTE) will earn PTO accruals based on the PTO accrual schedule in Section 4.2 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)

4.4.1 4.4.1 Part-time employees may accrue up to a maximum of 200 hours PTO hours.

4.5 PTO will not accrue during unpaid leaves or worker’s compensation leave.

8.2 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.

8.3 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 attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

8.3.1 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.

8.4 The County has the right to arrange 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 at its own expense.

9. Unpaid Leave.

9.1 Generally, unpaid leave may not be taken until such time that the PTO account has been exhausted, as well as the ELB account if an employee would be eligible to use the ELB.

9.2 In the event of a temporary reduction in hours as scheduled by the County, an employee may take unpaid time if that employee's total balance of PTO and ELB hours is 40 hours or less.

9.3 If an employee's PTO balance is exhausted, the employee will revert to unpaid time. If this occurs without the prior authorizations of the Department Head and the director, the employee may be subject to corrective or disciplinary action.

10. FMLA.

10.1 State of Wisconsin FMLA. Eau Claire County offers two weeks of paid leave without requiring the use of benefit time during approved Wisconsin FMLA. Leave will be paid at an employee's normal rate for normally scheduled hours. Remaining leave may be taken unpaid or supplemented with accrued benefit time.

10.2 Federal FMLA. Employees may be required to use all accrued paid leave time before receiving leave without pay.

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11. Payment Upon Separation. Employees who leave the employ of the county in good standing through providing adequate notice as defined in Policy 105 or employees separated by the county for other than disciplinary or performance reasons will receive payment for unused PTO as outlined below.

11.1 Regular full-time 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:

11.1.1 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 11.1.5 to a maximum of 180 hours at the employee's rate of pay at separation

11.1.2 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 11.1.5 at the employee's rate of pay at separation.

11.1.3 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 11.1.5 at the employee's rate of pay at separation.

11.1.4 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 11.1.5 at the employee's rate of pay at separation.

11.1.5 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

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

11.1.5.1 PRIME Trust, or the Medical Plan Trust.

11.1.5.2 Retirement Plan Trust and or 457 (b).

11.2 Regular full-time employees hired after November 3, 2013 who leave their position in good standing will be eligible for PTO separation pay as follows:

11.2.1 Less than one year of employment. For an employee with less than one year of creditable employment in a regular position, any benefit time is forfeited.

11.2.2 At least one but less than three years of employment. For an employee with at least one but less than three years of creditable employment in a regular position the employer will pay the total accumulated amount of PTO to a maximum of 80 hours in cash at the employee's rate of pay at separation.

11.2.3 At least 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.

11.2.4 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 11.2.6 at the employee's rate of pay at separation.

11.2.5 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 11.2.6 at the employee's rate of pay at separation.

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

11.2.6.1 PRIME Trust, or the Medical Plan Trust.

11.2.6.2 Retirement Plan Trust and or 457 (b).

11.3 Regular part-time employees who leave their position in good standing will be eligible for PTO separation pay as follows:

Length of Service	% of payout at time of separation	Maximum Payout Hours
0 – 1 st d Anniversary	0	0 hours
1 st – 3 rd Anniversary	20%	40 hours
3 rd – 5 th Anniversary	25%	50 hours
5 th - 10 th Anniversary	50%	100 hours
10 th -15 th Anniversary	75%	150 hours
After 15 years	100%	200 hours

11.4 Employees separated for disciplinary or performance reasons, or fail to provide an adequate notice of intent to separate, including working during the full notice period in accordance with Policy 105 Separation from Employment, will receive no separation benefit.

12. Conversion.

When an employee with vacation leave and sick leave is transferring into a position with PTO accrual, the employee’s total balance of vacation and sick will be converted to PTO, hour for hour up to 280 hours. Any hours in excess of 280 will be converted hour for hour into an ELB account.

13. PTO Service Credit at Hire.

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- 13.1** In accordance with Section 4.1, eligible employees will begin employment with a PTO balance equivalent to one week.
- 13.2** 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 for which the employee is being hired. 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 length of similar service with a previous employer.
- 13.3** 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 hire.

14. Extended Leave Bank.

- 14.1** An employee who is sick uses their PTO account for the missed time. Any time a single occurrence illness/injury results in the loss of more than 24 consecutively scheduled work hours, 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 back to the first day, so that the first 24 hours are deducted from the ELB (not the PTO account), plus the additional missed days. This should be documented as ELB on the employee timesheet.
 - 14.1.1** To utilize the ELB, the employee may be asked to submit documentation from a physician to verify illness or injury.
 - 14.1.2** The County reserves the right to have a second medical opinion at its own expense.
 - 14.1.3** The ELB may be used for a single occurrence illness/injury results in the loss of more than 24 hours' time to care for an immediate family member.

15. Death While An Active Employee.

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15.1 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.

15.1.1 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.

16. Restrictions.

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

16.2 PTO cannot be taken in excess of an employee's normally scheduled hours; or FTE.

16.3 PTO cannot be used before it is earned or in the same payroll period in which it is earned.

16.4 Employees voluntarily separating from employment cannot use PTO during the notice period required by Policy 105 Separation from Employment unless authorized by ~~the Human Resources Director~~ their direct supervisor and department head. Employees must work their last day of employment.

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

16.5.1 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.

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POLICY 105 SEPARATION FROM EMPLOYMENT

1. **Purpose.** To define the expectations of separating employment with Eau Claire County.

2. **Definitions.**

“Separation” means the end of an employment relationship between an employee and Eau Claire County. Separation from employment includes but is not limited to resignation, retirement, reduction in workforce, failure to return from approved leave, discharge from employment, or employee’s inability to complete the essential functions of their job with or without reasonable accommodation. Such employment separations may be voluntary or involuntary.

“Good Standing” means adequate notice of voluntary separation was provided as described in Section 3, or employment was ended by Eau Claire County for reasons not related to discipline or performance. Employees separating in good standing are eligible for payment of their PTO benefits, as defined in Policy 425, and eligible for rehire.

3. **Notice of Voluntary Separation.**

3.1 An employee who decides to terminate their employment with the County, will provide at least two weeks’ advance written notice, ~~with the exception of retirement, which requires 30 days’ advance notice.~~

3.2 Department heads and supervisors who decide to terminate their employment with the County, will provide at least 30 days’ advance written notice.

3.3 If an employee fails to give the required notice, the employee will be considered to have resigned not in good standing, unless the Director determines that acceptable reasons for a shorter notice period exist.

4. **Separation Procedures.**

4.1 Upon any separation from employment, compensation and benefits which have been earned and accrued will be credited pursuant to county policy or applicable statute.

4.2 Resigning employees will be invited to complete an exit interview with Human Resources.

4.3 The Human Resources Department will assist employees with questions on the discontinuance of benefits.

~~4.4~~ Benefit time may not be used during the notice period as described in Section 2 unless the time is approved by the ~~Director~~ direct supervisor and the department head. Employees must work their last day of employment.

4.4

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5. Reduction in Workforce.

5.1 The Employer retains the right to lay off employees, in whole or in part, regardless of their previous length of employment.

6. Return of County Equipment.

6.1 Prior to separation from employment, County equipment or property that was assigned to the employee must be returned to the County.

7. Notice of Resignation.

7.1 When an employee resigns, a written notice of resignation must be provided to their supervisor. The supervisor is responsible to forward the notice to Human Resources within one working day.

7.2 The notice of resignation will contain:

- The employee's full name;
- The accurate position title and department;
- Type of separation: resignation or retirement
- The date the employee submitted the letter;
- The effective date of the resignation

8. Last Day of Employment.

8.1 Last day paid will be officially recorded as the last day of employment. The County reserves the right to determine the last day of employment.

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