



## **AGENDA**

Eau Claire County  
Committee on Human Resources

**Date:** Wednesday, May 3, 2023

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

**Location:**

721 Oxford Ave, Eau Claire, WI • Room 3312

**Join from the meeting link:**

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m34073d0403cdac2a403bd86eab7ec6ba>

**Join by meeting number:**

Meeting number: 2599 776 7982 Password: MpmqEHBf558

**Join by phone:**

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

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
  - a. February 24, 2023
5. Introduction from Human Resources Director, Angela Eckman - **Discussion**
6. Total Rewards Benefits Update by Alicia Schwartz, JA Counter – **Information/Discussion**
7. Compensation Update by Jessica McDonald, Ajuda Consulting Services – **Information/Discussion**
8. File No. 23-24/011: Resolution amending sections 11.1, 11.2, and 11.3 of Human Resources Policy 513 to utilize the US General Services Administration (GSA) meal per diem amounts effective July 1, 2023 for Travel and Reimbursement purposes – **Discussion/Action**
9. Policy 513: Travel and Expense Reimbursement – **Discussion/Action**
10. Policy 709: Identification Key Cards and Courthouse Security – **Discussion/Action**
11. Policy 105: Separation from Employment – **Discussion/Action**
12. Vacancy Report – **Information/Discussion**
13. 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  
Committee on Human Resources

**Date:** February 24, 2023

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

**Location:**

721 Oxford Ave, Eau Claire, WI • Room 3312

Present: Cory Sisk, Judy Gatlin, Katherine Schneider, Allen Myren

Others: Samantha Kraegenbrink – Committee Clerk, Kathryn Schauf, Dawn Edlin, Britt Buhrow, Janet Quinn, Linda Struck, Sharon McIlquham, Norb Kirk, Judge Emily Long, Jon Johnson

**Call to Order and Confirmation of Meeting Notice**

Chair Myren called the meeting to order at 8:30 a.m. and confirmed meeting notice.

**Roll call**

Roll call is listed above under present

**Public Comment**

No members of the public wished to make comment.

**Approval of Minutes from January 27, 2023**

Motion by Supervisor Schneider, all in favor. No deletions, corrections, or additions.

**File No. 22-23/091: Abolishing one (1.0 FTE) Judicial Assistant and creating one (1.0 FTE) Supervising Judicial Assistant**

\*Judge Long joined at 8:33 a.m.

Sharon McIlquham provided background information on file no. 22-23/091. Motion by Supervisor Schneider, all in favor. Motion passes (4-0.)

**File No. 22-23/092: Creating 1.0 (FTE) Nutrition Program Cook position in the Eau Claire County Aging and Disability Resource Center (ADRC)**

Linda Struck provided explanation for file no. 22-23/092. Motion by Supervisor Gatlin, seconded by Supervisor Schneider, all in favor. Motion passes (4-0.)

\*Jon Johnson joined at 8:38 a.m.

**File No. 22-23/088: Amending section 3.03.020 of the code: Responsibility and Authority**

Supervisor Schneider expressed concerns on various sections of the proposed ordinance seemingly changing involvement of the Committee on Human Resources. Sharon McIlquham suggested holding this item until the new Human Resources Director is hired and review with them this section of the code. The committee will not take action at this time. The committee further worked on editing the ordinance.

- Page 2 (Line 48, section 4 (B)) Place “and appropriate standing committee or body,” back into the section.



## MINUTES

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- Page 2. Section 5 (A) 3.15.030 (Line 20) and Section 5 (E) 3.15.030 seemingly overlap.
- Maintain “HR Classifications” for wording on full-time, part-time, seasonal employees (eliminating “casual” employee)

Further changes/suggestions can be forwarded to Sharon McIlquham. The committee will continue to review at a future meeting.

### **Policy 807: Personal Appearance**

Kathryn Schauf provided background information on policy 807 stating there is no change to the intent of the policy. Supervisor Schneider motions to approve; all in favor (4-0). Motion passes.

### **Future Items**

- Policy 513: Travel & Expense Reimbursement

The meeting was adjourned at 9:12 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

# Total Rewards Update

**Eau Claire County HR Committee**

**Alicia Schwartz, JA Counter/Alera Group**

**April 2023**

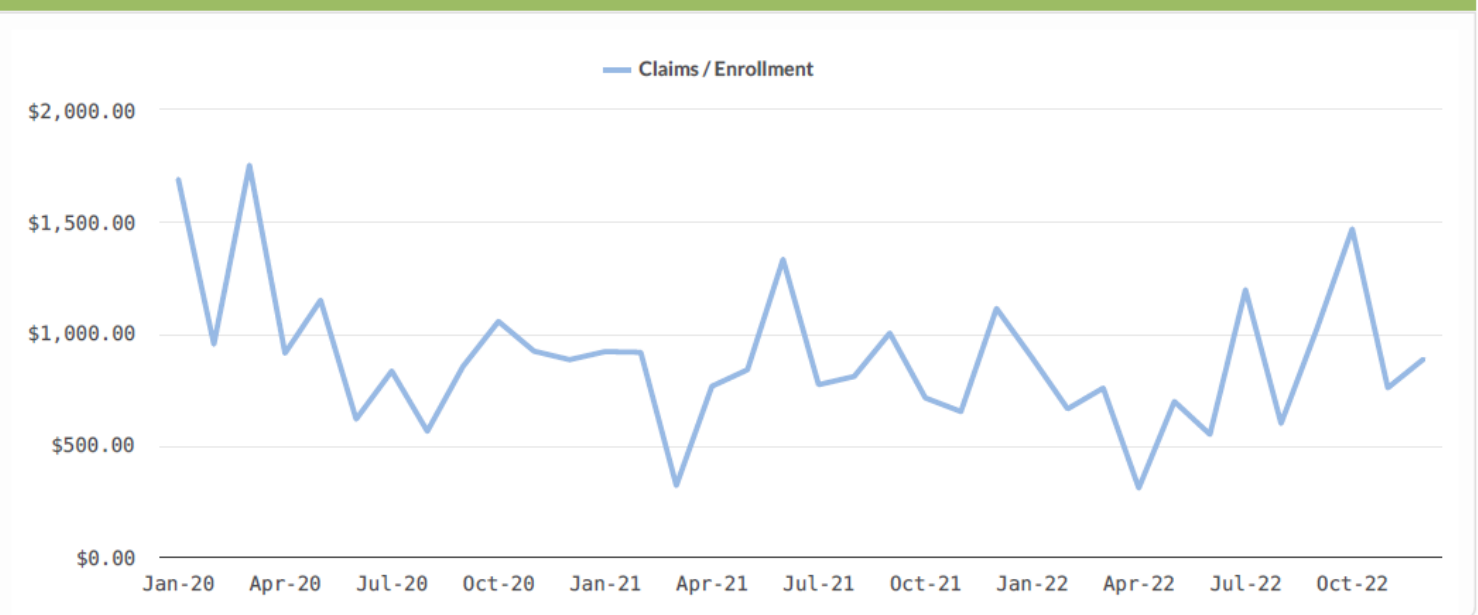
Members are engaged

# Medical plan claims trend

- 12-month medical claims trend is down 3.53%
- 24-month medical claim trend is down 10.72%

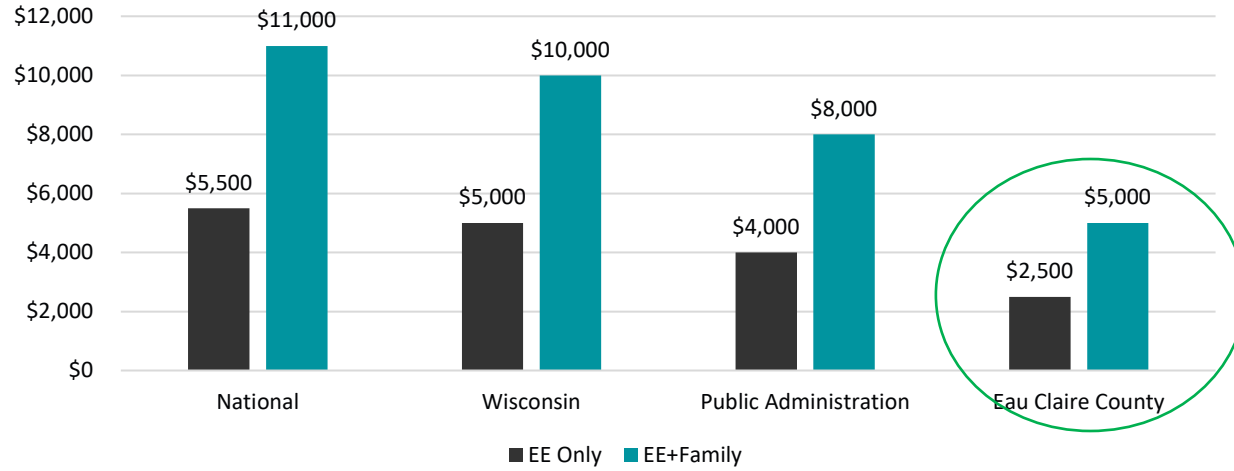
## PLAN EXPERIENCE IS IMPROVING

Medical Claims PMPM Analysis

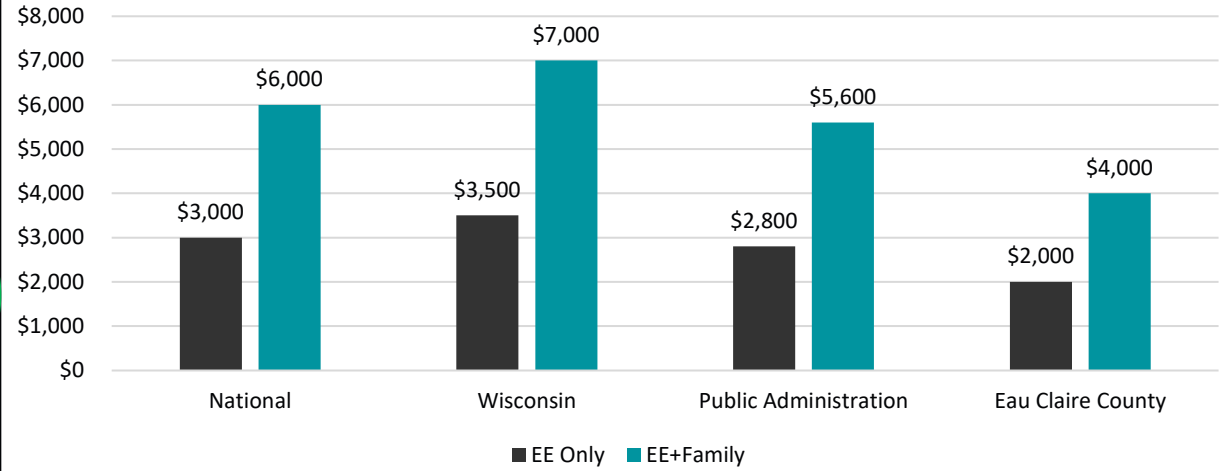


# Benchmarking – Medical

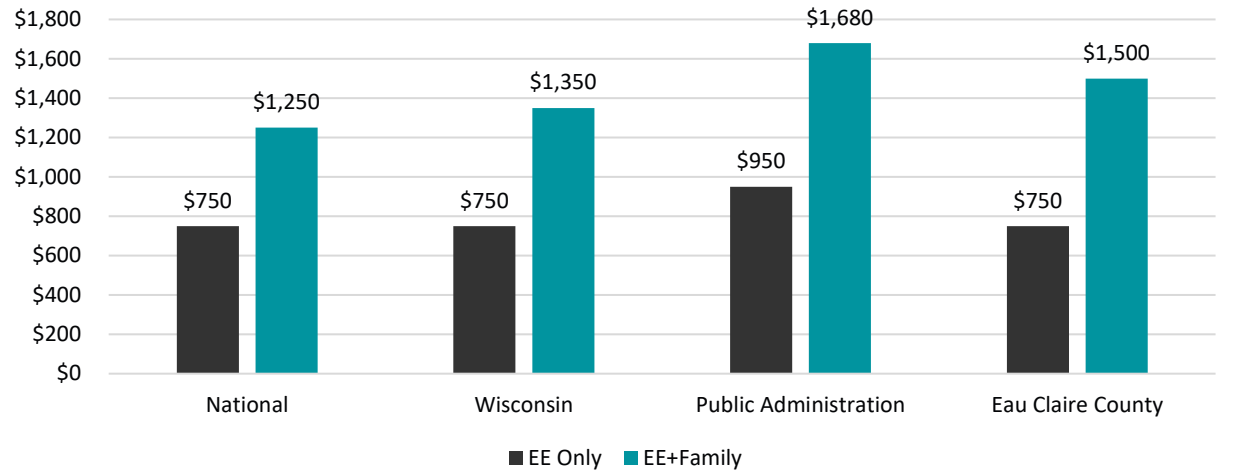
### In-Network Maximum OOP - HDHP



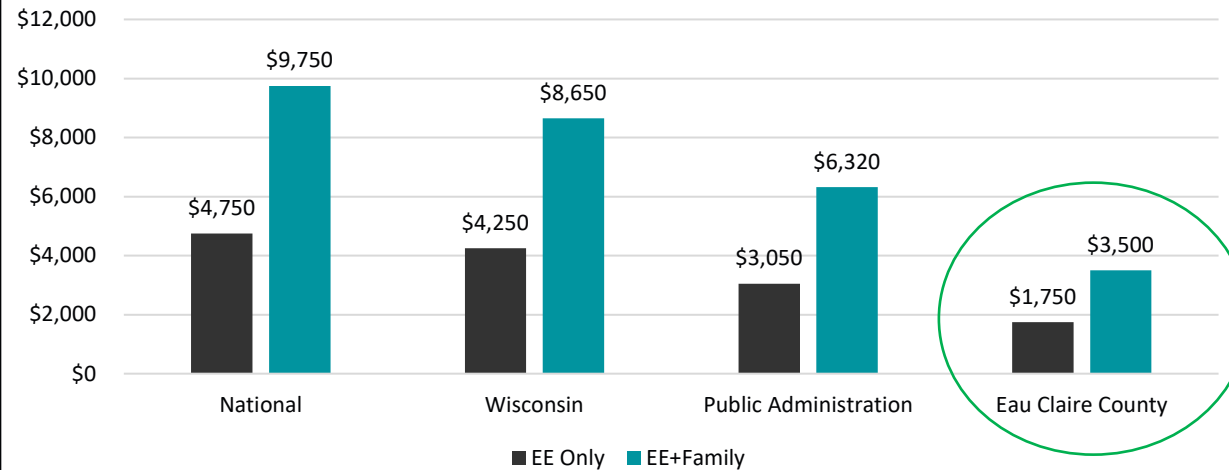
### In-Network Deductible - HDHP



### HSA/HRA Funding

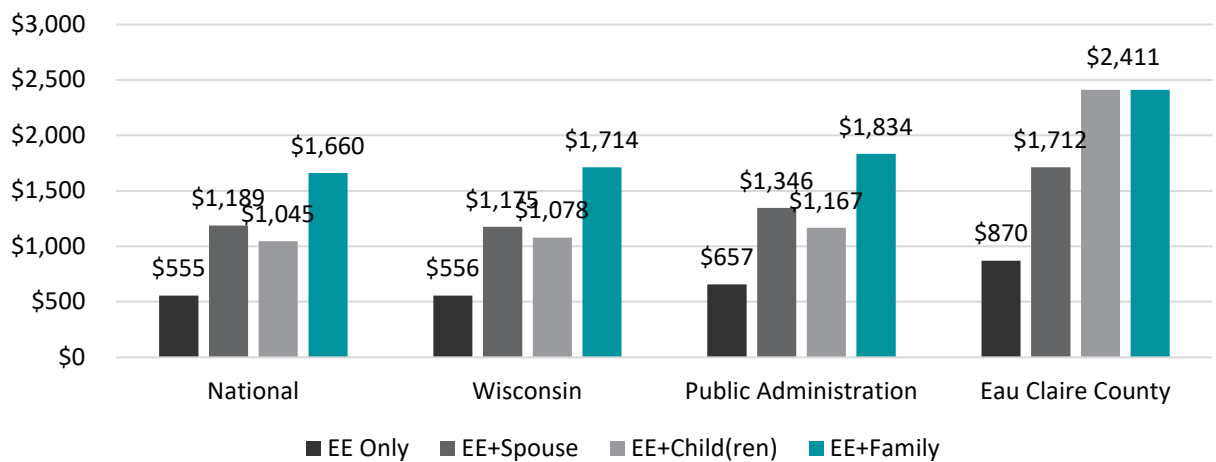


### Deductible Net HSA/HRA Funding

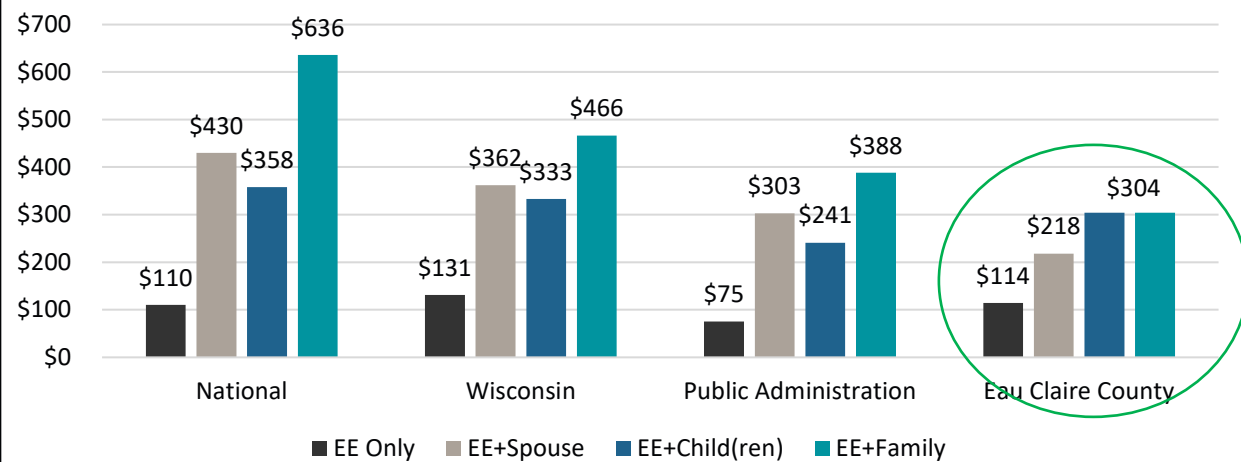


# Benchmarking – 2023 Medical premium

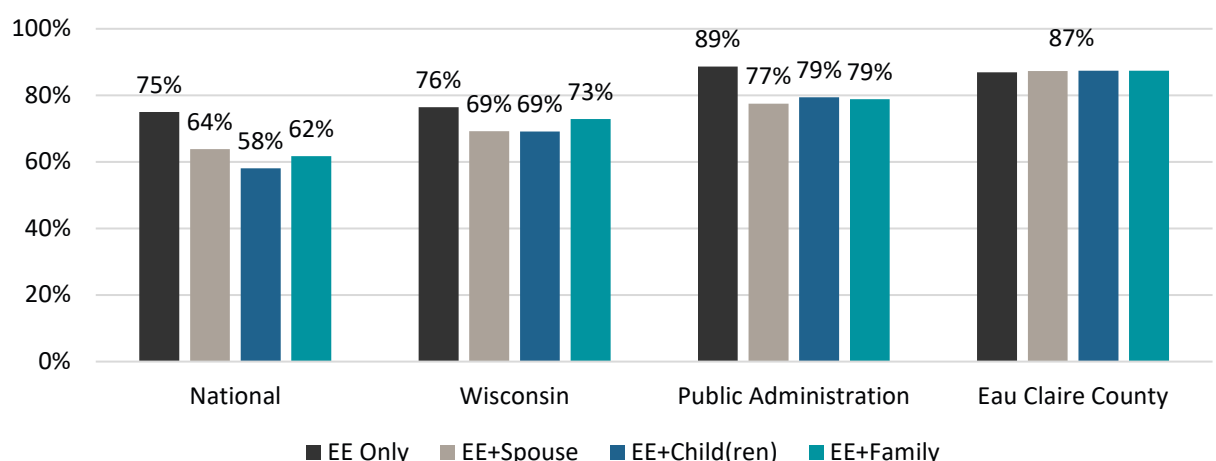
### Monthly Premiums - HDHP



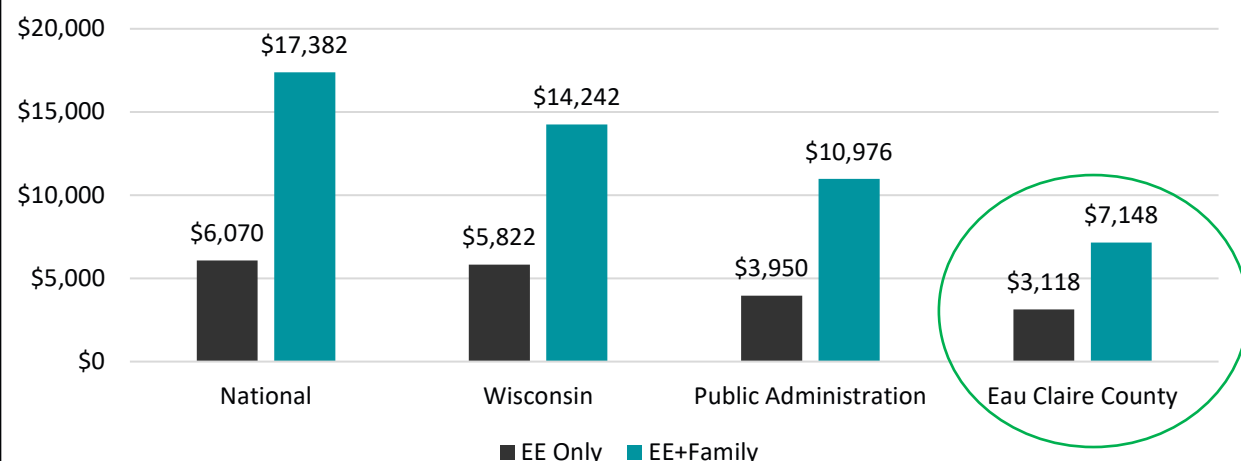
### Monthly Employee Contributions - HDHP



### Employer Subsidy (%) - HDHP



### Annual EE Contribution + Net Deductible - HDHP





# Goals and Priorities

## Eau Claire County

# Attributes for high performance

- Focus on these 7 key areas are the attributes of high performing total rewards plans
- High performing plans are defined through metrics, such as cost management and employee engagement

**SUCCESS AND SUSTAINABILITY COME THROUGH INTENTIONAL FOCUS**

<b>Employee-focused</b>	<b>Organization-focused</b>
Employees understand and appreciate the value of your benefits	Cost containment achieved through innovative plan design, reviewing metrics, employee engagement, and alternative funding strategies
Employees are engaged and are educated in their role as healthcare consumers	Benefits decisions are guided by a forward-looking multi-year plan with knowledge of industry norms
Employees are supported before, during and after the claims process	Compliance risk is minimized related to federal and state requirements
	Organizational burden is reduced through efficient administrative procedures and leveraging technology

# Eau Claire County Benefit Philosophy

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Attract and retain talent; help people understand their value to the organization.

# Accomplishments – acting on employee feedback

- Added Identity Theft Protection
- Added Legal Insurance
- Marketed health plan
  - Negotiated 3-year rate caps
  - Added narrow network
  - Simplified plan design (removed HRA)
- Added access to near site clinic at no cost
- Completed wage study/pay matrix
- Increased enrollments in all plans
- Audited dental plan and removed ineligible retirees
- Enhanced dental program - better plan with lower premiums
- Secured direct contract with Vitality Wellness
  - Employee engagement is great
  - Feedback shows it is providing value to employees
- Increasing levels of engagement with new EAP vendor

# Looking ahead

## RECOMMENDATIONS FOR 2023 AND BEYOND

Action	Strategic alignment
Evaluate Self-funded dental	Cost Containment
Evaluate Self-funding medical	Cost Containment
Total Compensation Statement	Employees understand and appreciate the value of your benefits
Employee Value Perception Survey	Employees understand and appreciate the value of your benefits
Promote near-site clinic program	<p>Employees understand and appreciate the value of your benefits</p> <p>Employees are engaged and are educated in their role as healthcare consumers</p>
Promote value adds & programs available at Security Health Plan	<p>Employees understand and appreciate the value of your benefits</p> <p>Employees are engaged and are educated in their role as healthcare consumers</p>

 **ALERAGROUP**

JACOUNTER 

AN ALERAGROUP COMPANY

# COMPENSATION PROJECT



# OVERVIEW

Eau Claire County is committed to ensuring that our compensation philosophy is aligned with the needs of our organization and our workforce by committing to the following:

- **Fairness:** Individuals are compensated within the outlined compensation band for their position. Individuals who are in similar positions, with similar skill sets should have comparable compensation
- **Transparency:** The compensation philosophy is communicated with transparency
- **Competitiveness:** We are competitive to market with our base salary
- **Data Driven Outcomes:** Compensation decisions are supported by market data
- **Flexibility:** Application of policy and practice should align with the way in which we need to respond to market conditions



# WHY THIS PROJECT & WHY NOW

- This IS a compensation philosophy project NOT a full compensation study
- Driven by the recruitment and retention needs of our workforce
- Progress is limited to available resources as well as internal and external factors
- This will NOT be the solution for every compensation issue
- Organizational change initiatives are developed over time through intentional engagement



# WHERE HAVE WE BEEN

- 2015 Compensation Study – Salary structure of 26 grades and 16 steps
- July Step Increases – Step 16 no July increases
- Cost-of-Living Adjustment – If approved through budget
- Best Practices – Should review wage structure every 3-5 years, current structure is out of date
- Policies and Practices – Evolving to better respond to market
- No current mechanism to address internal equity issues, pay anomalies, or performance
- 2022 Benchmarking Project
- 2022 Total Rewards Project
- 2022 Wage Adjustment Project

# WHERE WE ARE GOING

Grade	A	B	C	D	E
1	\$ 14.50	\$ 15.66	\$ 16.91	\$ 18.60	\$ 20.46
2	\$ 15.52	\$ 16.76	\$ 18.10	\$ 19.91	\$ 21.90
3	\$ 16.60	\$ 17.93	\$ 19.36	\$ 21.30	\$ 23.43
4	\$ 17.76	\$ 19.18	\$ 20.72	\$ 22.79	\$ 25.07
5	\$ 19.01	\$ 20.53	\$ 22.17	\$ 24.39	\$ 26.82
6	\$ 20.34	\$ 21.96	\$ 23.72	\$ 26.09	\$ 28.70
7	\$ 21.76	\$ 23.50	\$ 25.38	\$ 27.92	\$ 30.71
8	\$ 23.28	\$ 25.15	\$ 27.16	\$ 29.87	\$ 32.86
9	\$ 24.80	\$ 26.78	\$ 28.92	\$ 31.82	\$ 35.00
10	\$ 26.29	\$ 28.39	\$ 30.66	\$ 33.72	\$ 37.10
11	\$ 27.86	\$ 30.09	\$ 32.50	\$ 35.75	\$ 39.32
12	\$ 29.53	\$ 31.90	\$ 34.45	\$ 37.89	\$ 41.68
13	\$ 31.31	\$ 33.81	\$ 36.52	\$ 40.17	\$ 44.18
14	\$ 33.18	\$ 35.84	\$ 38.71	\$ 42.58	\$ 46.83
15	\$ 35.18	\$ 37.99	\$ 41.03	\$ 45.13	\$ 49.64
16	\$ 37.29	\$ 40.27	\$ 43.49	\$ 47.84	\$ 52.62
17	\$ 39.71	\$ 42.89	\$ 47.17	\$ 51.89	\$ 57.08
18	\$ 42.29	\$ 45.67	\$ 50.24	\$ 55.27	\$ 60.79
19	\$ 45.04	\$ 48.64	\$ 53.51	\$ 58.86	\$ 64.74
20	\$ 47.97	\$ 51.80	\$ 56.98	\$ 62.68	\$ 68.95
21	\$ 51.08	\$ 55.17	\$ 60.69	\$ 66.76	\$ 73.43
22	\$ 54.41	\$ 60.39	\$ 67.03	\$ 74.41	\$ 83.34
23	\$ 57.94	\$ 64.89	\$ 72.68	\$ 81.40	\$ 91.17

- New Wage Grid - 23 grades, 5 Bands
- Educational Materials
- Group Meetings
- I:I Meetings
- Policies & Practices – Increased ability to respond to market
- Internal pay anomalies or pay equity issues are more easily addressed
- No steps - No annual step movement
- Wage Adjustments - performance evaluation process, internal equity & market factors

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## WORKING TIMELINE:



- April/May: Developing Materials
- On-Going: Regular Communications & Updates
- On-Going: Staff Feedback & Input
- Beginning in May: Educational Meetings
- Beginning in June: Budgeting
- 2024 Implementation

# ROLE OF THE COMMITTEE



- Oversight
- Policy Making
- Code Review
- Strategic Engagement
- Support & Feedback

## FACT SHEET

TO FILE NO. 23-24/011

**Background:** A review of County policy 513 found that the language in section 11.1, 11.2, and 11.3 should be updated to be better reflective of current Eau Claire County practices. During that review, it was discovered other counties follow the US General Services Administration (GSA) meal per diem amounts. Following these amount guidelines allows for updated amounts for meal per diem and mileage reimbursement to take place on a fiscal year basis and provide reimbursement consistent with surrounding counties. This resolution increases the amount of meal per diem reimbursement effective on July 1, 2023, to utilize the US General Services Administration meal per diem amounts for meal reimbursement and continue to follow the IRS guidelines for mileage reimbursement.

**Fiscal Impact:** Elements of employee expense reporting are not tracked in the general ledger. Departments would need to cover the cost of the increase within their existing 2023 budget.

Respectfully Submitted,

Brittany Buhrow  
Human Resources Advisor

2  
3 AMENDING SECTIONS 11.1, 11.2, AND 11.3 OF HUMAN RESOURCES POLICY 513 TO UTILIZE  
4 THE US GENERAL SERVICES ADMINISTRATION (GSA) MEAL PER DIEM AMOUNTS  
5 EFFECTIVE JULY 1, 2023 FOR TRAVEL AND REIMBURSEMENT PURPOSES  
6

7 WHEREAS, through a review of Eau Claire County policy 513 the language in section 11.1 and 11.2  
8 should be updated to be better reflective of current Eau Claire County practices; and  
9

10 WHEREAS, the review indicated other counties follow the US General Services Administration (GSA)  
11 meal per diem amounts for meal reimbursement; and  
12

13 WHEREAS, following GSA guidelines allows for updated amounts for meal per diem and following  
14 IRS mileage reimbursement to take place on a fiscal year basis and provide reimbursement consistent with  
15 surrounding counties; and  
16

17 WHEREAS, this resolution increases the amount of meal per diem to utilize the US General Services  
18 Administration meal per diem amounts for meal reimbursement and continue to follow the IRS guidelines  
19 for mileage reimbursement effective July 1, 2023; and  
20

21 WHEREAS, at present, the current meal reimbursement amounts are \$8 breakfast, \$10 lunch, \$20  
22 dinner, for a daily total of \$38 and the current 2023 GSA meal reimbursement rates are \$13 breakfast, \$15  
23 lunch, \$26 dinner, for a daily total of \$54; and  
24

25 WHEREAS, the fiscal impact of this change would be covered within the County Departments' 2023  
26 budgets; and  
27

28 WHEREAS, the proposed changes to Policy 513 are attached and incorporated into this resolution.  
29

30 NOW, THEREFORE BE IT RESOLVED, the Eau Claire County Board of Supervisors hereby  
31 approves following GSA guidelines for meal per diem reimbursement and continuing to follow IRS  
32 guidelines for mileage reimbursement effective July 1, 2023; and  
33

34 BE IT FURTHER RESOLVED, the changes to Policy 513, which is attached and incorporated into  
35 this resolution, are hereby approved.  
36

37 ENACTED:

38 \_\_\_\_\_  
39 \_\_\_\_\_  
40 \_\_\_\_\_  
41 \_\_\_\_\_  
42 \_\_\_\_\_  
43 \_\_\_\_\_  
44 \_\_\_\_\_  
45 \_\_\_\_\_  
46 \_\_\_\_\_

47 Human Resources Committee

Finance and Budget Committee

48  
49 Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

50  
51 Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay

Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay

## **POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

1. **Purpose.** To establish a uniform system for determining county responsibility for expenses incurred by employees and officers while performing official county business.
2. Definitions.
  - 2.1 Authorizing party. The county administrator with respect to department heads; the department heads with respect to subordinate employees; and the chair of the board with respect to county supervisors, the county administrator and public officials other than officers.
  - 2.2 Budgeted. Appropriated by the county board or otherwise allocated in accord with Chapter 4.04 of the County Code.
  - 2.3 Person. All public officials and employees of the county.
  - 2.4 Vehicles. All motor drive surface forms of transportation.
3. Personal Automobile Insurance.
  - 3.1 All county employees who drive their personal vehicles on county business will be required to maintain, at a minimum, personal automobile insurance in the amount of \$100,000/\$300,000. The employee will provide their department head annually with documentation verifying such insurance amounts.
4. General Travel Policy.
  - 4.1 Each person will be reimbursed for reasonable, necessary and actual travel expenses incurred in the performance of authorized official duties.
  - 4.2 Use of public transportation is encouraged.
  - 4.3 Each authorizing party will be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind.
  - 4.4 Department heads and the County Administrator will determine departmental travel and training needs and authorize expenditures.

### **POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

Effective Date: January 1, 2012

*Eau Claire County*

Revised Date: November 2013; January 27, 2016; April 13, 2018

Employee Policy Manual



5. Out-of state travel.
  - 5.1 All out-of-state travel beyond 175 miles from the boundary of the City of Eau Claire at county expense must have the prior approval of the county administrator. Persons will submit a request for out-of-state travel to the county administrator as far in advance of the time of travel as possible.
6. Travel Costs.
  - 6.1 The person's authorizing party is responsible for auditing the travel voucher and will review travel expenditures. Travel reimbursement will not exceed the budgeted amount. Expenditures in excess of the budgeted amount will not be reimbursed.
  - 6.2 The maximum amount reimbursed will be the lesser of the commercial alternative rate and the vehicle mileage reimbursement amount.
7. Hotel/Motel Registration.
  - 7.1 When registering in hotels or motels or signing for any official purposes, persons will use their business address.
8. Lodging Expense.
  - 8.1 The choice of lodging will be based primarily on cost with consideration given to accessibility in conducting business. When traveling alone, a person will make use of a single room rate. Only travel expenses for the authorized person will be reimbursed, and at the rate for a single room.
  - 8.2 Lodging at convention, seminar, or meeting sites will be fully paid for by the County. For travel needs other than those listed, the maximum permitted amount for lodging for all in-state travel will equal the state rate and will be automatically adjusted each time the state rate is adjusted.
  - 8.3 All lodging expenses will be supported by the original machine printed receipts, or an original handwritten receipt.
9. State or third party reimbursements.
  - 9.1 Employees being reimbursed for travel expenses from a third party will not be reimbursed by the County.

**POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

Effective Date: January 1, 2012

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Employee Policy Manual

10. Private Vehicle Mileage Allowance.

- 10.1 The mileage allowance for use of private vehicles will equal the IRS rate and will be adjusted annually.
- 10.2 Mileage between the employee's residence and place of employment will not be paid.
- 10.3 Incentive payments for carpooling will be provided for drivers who carpool. The official incentive payment will be an additional 2¢ per mile for each additional person on Eau Claire County business using a private vehicle.
  - 10.3.1 When incentive payments are made, the total mileage expense will be charged in equal shares against the appropriate departmental accounts of the persons on travel status.

11. Meals.

- 11.1 Employees will be reimbursed for meals if the employee is attending an approved meeting, convention or seminar and a meal is not provided.
- 11.2 The claim for meals will represent actual, reasonable and necessary costs expended for meals, not to exceed the following including tax and 20% maximum tip.
  - 11.2.1 ~~Breakfast. Maximum of \$8 for trips requiring the employee to leave before 6 a.m.~~
  - 11.2.2 ~~Lunch. Maximum of \$10 for trips requiring the employee to leave before 11:30 a.m. and return after 1:30 p.m.~~
  - 11.2.3 ~~Dinner. Maximum of \$20 for trips requiring the employee to leave before 4:30 p.m. and return after 6:30 p.m.~~
  - 11.2.4 ~~Maximum daily total of \$38.~~
- 11.3 The meal per diem reimbursement will equal the GSA Wisconsin rate and will be adjusted annually.

~~11.2.5~~ 11.3.1 Itemized Receipts are required for all meal reimbursement requests.

~~11.2.6~~ 11.3.2 No reimbursement will be made for the cost and tip on alcoholic beverages.

~~11.2.7~~ 11.3.3 If the employee is required to purchase one meal while on county business, they will be limited to the amount stated per meal. If more than one meal is purchased, the employee will be allowed the total of these meals with the total being split among the meals at the employee's option.

**POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

Effective Date: January 1, 2012 *Eau Claire County*  
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12. Claiming Reimbursement of Authorized Expenditures.

12.1 All claims for reimbursement of authorized expenses must be submitted within 30 days on a Travel and Expense Reimbursement Form provided by the Finance Department.

13. Appendices.

13.1 Travel/Expense Reimbursement Form (Appendix 513 A)

**POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

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*Eau Claire County*  
Employee Policy Manual

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~~11.2.1 Breakfast. Maximum of \$8 for trips requiring the employee to leave before 6 a.m.~~

~~11.2.2 Lunch. Maximum of \$10 for trips requiring the employee to leave before 11:30 a.m. and return after 1:30 p.m.~~

~~11.2.3 Dinner. Maximum of \$20 for trips requiring the employee to leave before 4:30 p.m. and return after 6:30 p.m.~~

~~11.2.4 Maximum daily total of \$38.~~

11.3 The meal per diem reimbursement will equal the GSA Wisconsin rate and will be adjusted annually.

~~11.2.5~~11.3.1 Itemized Rceipts are required for all meal reimbursement requests.

**POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

Effective Date: January 1, 2012

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Employee Policy Manual

~~11.2.6~~11.3.2 No reimbursement will be made for the cost ~~and~~ tip on alcoholic beverages.

~~11.2.7~~11.3.3 If the employee is required to purchase one meal while on county business, they will be limited to the amount stated per meal. If more than one meal is purchased, the employee will be allowed the total of these meals with the total being split among the meals at the employee's option.

12. Claiming Reimbursement of Authorized Expenditures.

12.1 All claims for reimbursement of authorized expenses must be submitted within 30 days on a Travel and Expense Reimbursement Form provided by the Finance Department.

13. Appendices.

13.1 Travel/Expense Reimbursement Form (Appendix 513 A)

**POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

Effective Date: January 1, 2012

Revised Date: November 2013; January 27, 2016; April 13, 2018

*Eau Claire County*  
Employee Policy Manual

## **POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

1. **Purpose.** To establish a uniform system for determining county responsibility for expenses incurred by employees and officers while performing official county business.
2. Definitions.
  - 2.1 Authorizing party. The county administrator with respect to department heads; the department heads with respect to subordinate employees; and the chair of the board with respect to county supervisors, the county administrator and public officials other than officers.
  - 2.2 Budgeted. Appropriated by the county board or otherwise allocated in accord with Chapter 4.04 of the County Code.
  - 2.3 Person. All public officials and employees of the county.
  - 2.4 Vehicles. All motor drive surface forms of transportation.
3. Personal Automobile Insurance.
  - 3.1 All county employees who drive their personal vehicles on county business will be required to maintain, at a minimum, personal automobile insurance in the amount of \$100,000/\$300,000. The employee will provide their department head annually with documentation verifying such insurance amounts.
4. General Travel Policy.
  - 4.1 Each person will be reimbursed for reasonable, necessary and actual travel expenses incurred in the performance of authorized official duties.
  - 4.2 Use of public transportation is encouraged.
  - 4.3 Each authorizing party will be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind.
  - 4.4 Department heads and the County Administrator will determine departmental travel and training needs and authorize expenditures.

### **POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

Effective Date: January 1, 2012

Revised Date: November 2013; January 27, 2016; April 13, 2018

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5. Out-of state travel.
  - 5.1 All out-of-state travel beyond 175 miles from the boundary of the City of Eau Claire at county expense must have the prior approval of the county administrator. Persons will submit a request for out-of-state travel to the county administrator as far in advance of the time of travel as possible.
6. Travel Costs.
  - 6.1 The person's authorizing party is responsible for auditing the travel voucher and will review travel expenditures. Travel reimbursement will not exceed the budgeted amount. Expenditures in excess of the budgeted amount will not be reimbursed.
  - 6.2 The maximum amount reimbursed will be the lesser of the commercial alternative rate and the vehicle mileage reimbursement amount.
7. Hotel/Motel Registration.
  - 7.1 When registering in hotels or motels or signing for any official purposes, persons will use their business address.
8. Lodging Expense.
  - 8.1 The choice of lodging will be based primarily on cost with consideration given to accessibility in conducting business. When traveling alone, a person will make use of a single room rate. Only travel expenses for the authorized person will be reimbursed, and at the rate for a single room.
  - 8.2 Lodging at convention, seminar, or meeting sites will be fully paid for by the County. For travel needs other than those listed, the maximum permitted amount for lodging for all in-state travel will equal the state rate and will be automatically adjusted each time the state rate is adjusted.
  - 8.3 All lodging expenses will be supported by the original machine printed receipts, or an original handwritten receipt.
9. State or third party reimbursements.
  - 9.1 Employees being reimbursed for travel expenses from a third party will not be reimbursed by the County.

**POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

Effective Date: January 1, 2012

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10. Private Vehicle Mileage Allowance.

- 10.1 The mileage allowance for use of private vehicles will equal the IRS rate and will be adjusted annually.
- 10.2 Mileage between the employee's residence and place of employment will not be paid.
- 10.3 Incentive payments for carpooling will be provided for drivers who carpool. The official incentive payment will be an additional 2¢ per mile for each additional person on Eau Claire County business using a private vehicle.
  - 10.3.1 When incentive payments are made, the total mileage expense will be charged in equal shares against the appropriate departmental accounts of the persons on travel status.

11. Meals.

- 11.1 Employees will be reimbursed for meals if the employee is attending an approved meeting, convention or seminar and a meal is not provided.
- 11.2 The claim for meals will represent actual, reasonable and necessary costs expended for meals, not to exceed the following including tax and 20% maximum tip.

~~11.2.1 Breakfast. Maximum of \$8 for trips requiring the employee to leave before 6 a.m.~~

~~11.2.2 Lunch. Maximum of \$10 for trips requiring the employee to leave before 11:30 a.m. and return after 1:30 p.m.~~

~~11.2.3 Dinner. Maximum of \$20 for trips requiring the employee to leave before 4:30 p.m. and return after 6:30 p.m.~~

~~11.2.4 Maximum daily total of \$38.~~

11.3 The meal per diem reimbursement will equal the GSA Wisconsin rate and will be adjusted annually.

~~11.2.5~~11.3.1 Itemized Rceipts are required for all meal reimbursement requests.

**POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT**

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12.1 All claims for reimbursement of authorized expenses must be submitted within 30 days on a Travel and Expense Reimbursement Form provided by the Finance Department.

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*Eau Claire County*  
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## **POLICY 709 IDENTIFICATION, KEY CARDS AND COURTHOUSE SECURITY**

**1. Purpose.** To provide a safe and secure workplace for the public and all County staff, photo identification cards (ID cards) or key cards are issued to all Eau Claire County employees. The ID and key cards serve to identify those who work for the County and in County buildings.

**2. Responsible Party:** Administration

**3. Definitions.**

3.1 Identification Card (ID Card). A hard-plastic card used to identify employees of Eau Claire County. The face of the card reflects the county name, an accurate photograph of the employee, and the employee's name.

3.2 Key Card. A hard-plastic card used to identify employees of Eau Claire County. The face of the card reflects the county name, an accurate photograph of the employee, and the employee's name. Key cards are differentiated from ID cards in that they are programmed to allow authorized employees access to designated Eau Claire County buildings and facilities outside of normal working hours or areas that are secured during normal working hours.

3.3 Courthouse Security ID and Key Card Review Committee. A Committee appointed by the Courthouse Security and Facility Committee which primarily consists of the County Administrator, Jail Captain, Human Resources Director (or designee) and Information Systems Director. Depending on the request, others may be asked to attend the meeting. This Committee meets as needed to review all requests for exceptions to the approved parameters for issuing Identification Cards, Key Cards, and granting access to locations secured by the Key Card Security System.

3.4 Second Floor Screening. The second floor of the Courthouse to include all court related offices and functions. There is a screening process for people entering the floor. See section 8.0 for more information

**4. Policy.**

4.1 Human Resources or the Sheriff's Office will photograph each new employee and issue an ID or key card to each new employee on the first day of employment.

4.2 Employees and non-employees must sign the Identification/Key Card Policy Acknowledgement Form prior to receiving their ID or key cards.

### **POLICY 709 IDENTIFICATION AND KEY CARDS**

Effective Date: January 1, 2012

Revised Date: December 2016, June 2019

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4.3 **Based on department needs and the determination of the department head, the ID or key card may be required to** must be carried at all times and be visibly displayed. ~~at waist height or above unless doing so risks personal safety.~~

~~4.3.1 Department heads may temporarily suspend the requirement for an employee to display the ID or key card if there is a significant chance of loss due to the nature of the work being done.~~

4.4 Employees will not give or lend their ID or key card to another individual.

4.5 Any misuse, alteration, or fabrication of the card will subject the holder to disciplinary action by the County.

4.6 Cards may also be issued to non-employee persons participating in special programs sponsored by the County and will be issued to all elected officials serving Eau Claire County.

## 5. Key Cards.

5.1 Regular Employees.

5.1.1 All regular employees will be issued a key card through either the Human Resources Department or Sheriff's Office.

5.1.2 Even if not a County employee, all paid employees of the following agencies will be issued a key card through either the Human Resources Department or Sheriff's Office:

5.1.2.1 Try Mediation

5.1.2.2 City/County Health Department

5.1.2.3 City of Eau Claire Police Department

5.1.2.4 State employees working in the District Attorney's Office and Circuit Court

5.1.3 Key cards will be programmed to allow employees into areas within the control of their respective department heads and/or work requirements.

5.1.3.1 Requests for access to areas outside the control of the areas of their respective department heads will require review and

### **POLICY 709 IDENTIFICATION AND KEY CARDS**

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approval by the Courthouse Security ID and Key Card Review Committee. A "Request for Courthouse Building Access" form must be completed and submitted to the Human Resources Director to be placed under consideration at the next regularly scheduled meeting of the Courthouse Security ID Card Review Committee. Incomplete requests will not be considered.

5.1.4 Employees will not use a key card to allow an unauthorized person entry or exit from County buildings or other County property.

Employees are not permitted to allow access to non-employees during non-working hours.

5.1.5 Employees are allowed to access the second floor of the Courthouse as permitted by their key card. Employees shall not allow any persons, clients or relatives access to ~~or exit from~~ the second floor ~~using their ID or key card~~ during working hours unless screened or given approval by a bailiff for special reasons. ~~Employees are not permitted to allow access to non-employees during non-working hours.~~

## 5.2 Non-Employees.

5.2.1 All non-county employees approved for an ID card will not be provided key cards or access to locations secured throughout the courthouse by the Key Card Security System.

5.2.2 Department heads may request review and approval by the Courthouse Security ID and Key Card Review Committee for a key card to be issued to a non-county employee. A "Request for Courthouse Building Access" form must be completed and submitted to the Human Resources Director to be placed under consideration at the next regularly scheduled meeting of the Courthouse Security ID Card Review Committee. Incomplete requests will not be considered.

## 6. Replacing Lost or Damaged Cards.

6.1 Employees will contact Human Resources immediately to replace lost, stolen or damaged ID or key cards. Human Resources will issue a replacement ID or key card only with approval of the employee's department head.

6.2 If the ID or key card should become damaged or lost, one new ID or key card will be issued by Human Resources per calendar year at no charge.

### **POLICY 709 IDENTIFICATION AND KEY CARDS**

Effective Date: January 1, 2012

Revised Date: December 2016, June 2019

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- 6.3 If the second ID or key card issued is damaged or lost within the calendar year, the employee will be charged \$10 for a replacement ID or key card.
- 6.4 If, at no fault of the employee, a key card should stop working, Human Resources will issue a new card to the employee at no charge. The old key card must be returned before a new one will be issued.

## 7. Separation from County Employment.

- 7.1 Employees leaving employment with Eau Claire County must return their ID or key card to Human Resources upon separation.
- 7.2 Cards issued to persons participating in special programs sponsored by the County or having completed seasonal or temporary employment **must be returned** to Human Resources upon completion of the program.
- 7.3 Anyone issued keys to any County building, office, etc. by the Maintenance Department must return all issued keys to their supervisor or department head. Upon receipt, the supervisor or department head must return all keys to the Maintenance Director within 48 hours of separation.

## 8. Second Floor Screening

- 8.1 All employees shall use their key card for access
- 8.2 Employees shall not allow non-county employees access to **or exit from** the second floor **using their ID or key card** while the employee enters or exits the second floor during working and non-working hours.
- 8.3 Employees shall comply with direction given to them by Eau Claire County Sheriff and contracted security staff and this policy for access to the second floor or other restricted areas.
- 8.4 Non-county employees and visitors to this area are required to go through the screening.
- 8.5 Special Events on 2<sup>nd</sup> floor, such as the youth mock-trial event, shall obtain approval from the Sheriff's Department to hold this event at least two weeks in advance. As with the regular work week, screening will be required of non-county employees.

## 9. Appendices.

### POLICY 709 IDENTIFICATION AND KEY CARDS

Effective Date: January 1, 2012

Revised Date: December 2016, June 2019

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- 9.1 Identification/Key Card Acknowledgement Form (Appendix 709-A)
- 9.2 Request for Courthouse Building Access Form (Appendix 709-B)

Tracked changes

**POLICY 709 IDENTIFICATION AND KEY CARDS**

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*Eau Claire County*  
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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.

“Transfer” means a move or change in employment from one Eau Claire County Department position to another Eau Claire County Department position.

3. **Notice of Voluntary Separation.**

3.1 An employee who decides to terminate their employment with the County **or transfer their employment between Eau Claire County Departments**, will provide at least two weeks’ advance written notice.

3.2 Department heads and supervisors who decide to terminate their employment with the County **or transfer their employment between Eau Claire County Departments**, will provide at least 30 days’ advance written notice.

3.3 If an employee fails to give the required notice **when terminating or separating their employment with Eau Claire County**, 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. Written notice by the director shall be made directly to Human Resources to include in the employee personnel file.

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. Employees must be deemed as in “good standing” in order for this to be paid out.

## POLICY 105 SEPARATION FROM EMPLOYMENT

Effective Date: January 1, 2012

Revised Date: November 2021, October 2022

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- 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 32 unless the time is approved by the direct supervisor and the department head. Employees must work their last day of employment. Employees employed less than one year are not eligible to use benefit time during their last two weeks of employment.
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 **or transfer of employment between Eau Claire County Departments**, County equipment or property that was assigned to the employee must be returned to the **County**. **If transferring between Eau Claire County Departments, the county issued property will remain with the Department who furnished it to the employee.**
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.

**POLICY 105 SEPARATION FROM EMPLOYMENT**

Effective Date: January 1, 2012

Revised Date: November 2021, October 2022

*Eau Claire County*  
Employee Policy Manual

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“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.

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    - Type of separation: resignation or retirement
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Vacancy Breakdown  
as of 4/26/2026

**Department Human Services:**

Mental Health Professional

- Total Applicants 3
- # interview 2
- Pending Pre-employment- not required for the position
- Confirm start date: waiting on final start date

Records Supervisor/Manager

- Total Applicants
- # interview
- Pending Pre-employment- not required for the position
- Confirm start date: 0

Peer Support Specialist

- Total Applicants: 19
- # interview: waiting on candidate list
- Pending Pre-employment- not required for the position
- Confirm start date: 0

Resource Specialist

- Total Applicants: 2
- # interview: 0 posting closes 5/8/23
- Pending Pre-employment- not required for the position
- Confirm start date:

Economic Support Specialist

- Total Applicants: 15
- # interview: 1
- Pending Pre-employment- not required for the position
- Confirm start date: 5/30/2023

Fiscal Associate III

- Total Applicants: 1
- # interview: 0 posting closes 5/8/23
- Pending Pre-employment- not required for the position
- Confirm start date: 0

Juvenile Detention Worker (Female)- Waiting on requisition

Crisis Social Worker- Waiting on requisition

Record- Waiting on requisition

Family Service Administrator- job description being reviewed prior to posting

**Sheriff's Department:**

Correctional Officer

- Total Applicants 41
- # interview 14
- Pending Pre-employment: 4
- Confirm start date: 0

Patrol Deputy

- Total Applicants: 21 (posting closes 4/29/23)
- # interview: 0
- Pending Pre-employment: 0
- Confirm start date: 1

Detective

- Total Applicants: 7
- # interview: 7
- Pending Pre-employment: 0
- Confirm start date: 0

Bailiff- waiting on requisition approval

Lieutenant- waiting on requisition