

**Agenda - Human Resources Committee**  
**Jefferson County Courthouse**  
**311 S Center Ave, Room 205 and Videoconference**  
**Jefferson, WI 53549**

**Tuesday, June 16, 2020 @ 8:30 a.m.**

Join Zoom Meeting: <a href="https://zoom.us/j/99844092381">https://zoom.us/j/99844092381</a> Meeting ID: 998 4409 2381# One tap Mobile: 1-312-626-6799, 998 4409 2381# Dial by your location: 1-301-715-8592
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Committee Members: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary; Brandon White, and Michael Wineke, Vice Chair

1. Call to order
  2. Roll call (establish a quorum)
  3. Certification of compliance with the Open Meetings Law
  4. Review of the Agenda
  5. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
  6. Communications
  7. Approval of May 19, 2020, Human Resources Committee Minutes
  8. Discussion and approval of temporary suspension to Attendance, Leave of Absences, Accrued Benefits, and Travel policies
  9. Discussion and approval of the Families First Coronavirus Response Act policies
  10. Review of May, 2020, monthly financial reports for Human Resources and Safety
  11. Report from Human Resources Director:
    - a. May monthly report
    - b. Vacant position requests
    - c. Emergency Help requests
    - d. Leave of Absence requests
    - e. Additional steps, benefits and bonuses provided to employees
  12. Set next meeting date and agenda items
  13. Adjournment
- h

**Next scheduled meetings:**  
**Tuesday, July 21, 2020 at 8:30 a.m.**  
**Tuesday, August 19, 2020 at 8:30 a.m.**

*A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

*Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, May 19, 2020 @ 2:00 p.m.

Jefferson County Courthouse, Room 112 and virtual via [zoom.us/j/93651125900](https://zoom.us/j/93651125900)

1. Call to Order: Meeting called to order by Human Resources Director, Terri M Palm-Kostroski, at 2:00 p.m.
2. Roll Call: Present: James Braughler, Joan Fitzgerald (virtual), Laura Payne (virtual), Brandon White, and Michael Wineke (virtual). **Quorum established.** Others staff present: Terri Palm-Kostroski, Human Resources Director. Members of the public present: none.
3. Certification of compliance with the Open Meetings Law: Confirmed by T.Palm-Kostroski, HR Director.
4. Election of Committee Chairs. T. Palm-Kostroski called for nominations for Chair. M. Wineke nominated J. Braughler as Chair, second by L. Payne. J. Braughler elected Chair of the Human Resources Committee by unanimous vote. Chair Braughler called for nominations of vice chair. L. Payne nominated M. Wineke as Vice Chair, second by J. Fitzgerald. M. Wineke elected Vice Chair of the Human Resources Committee by unanimous vote. Chair Braughler called for nominations of secretary. B. White nominated L. Payne as secretary, second by J. Fitzgerald. L. Payne elected Secretary of the Human Resources Committee by unanimous vote.
5. Review of Agenda: No changes.
6. Public Comment: None.
7. Communications: None.
8. Approval of March 14, 2020, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee March 14, 2020, minutes as presented. Second by L. Payne. Motion passed 5:0.**
9. Determine future meeting dates and times. T. Palm-Kostroski discussed that customarily the third Tuesday of the month, at 8:30am was scheduled for the Human Resources Committee. All members present in consensus and no change recommended. **No action taken.**
10. Review of Human Resources Committee Rules. T. Palm-Kostroski discussed the rules and typical items brought before the committee, primarily consisting of personnel ordinance/policy and position changes. Discussion also regarding the assignment of the Human Resources Committee as the Civil Service Grievance Committee. **No action taken.**
11. Review of County's compensation and benefit practices. T. Palm-Kostroski reviewed with the Committee the County's job classification listing, the pay grade and step system, and current benefit offerings. **No action taken.**
12. Discussion and possible action to approve seasonal and non-classified position wages for 2021. **Motion by M. Wineke to approve seasonal and non-classified wages for 2021 as proposed, with no changes from 2020. Second by B. White. Motion passed: 5:0.**
13. Update on possible shared Risk Manager/Safety Officer and Purchasing Officer positions with Dodge

County. T. Palm-Kostroski updated the Committee with history of possibly sharing two positions with Dodge County, which will be put on hold due to COVID-19. **No action taken.**

14. Discussion and update on review of Personnel Policies and the Personnel Ordinance. T. Palm-Kostroski reviewed history of reviewing the County's personnel ordinance, with one major section to be reviewed just prior to the COVID19 pandemic. Due to COVID, several policies will be reviewed again, such as use of benefits and telecommuting. **No action taken.**
15. Discussion and update o COVID-19 policies and suspension of policies, including recovery plans. T. Palm-Kostroski reviewed suspension of policies currently in place and the next step of recovery. This will include ensuring proper safety measures, brining employees back to the work site who are currently telecommuting, services provide, along with other issues to be considered. **No action taken.**
16. Review of April, 2020, monthly financial reports for Human Resources and Safety. Other than charges for COVID-19 PPE, nothing notable to report. **No action taken.**
17. Report from Human Resources Director. T. Palm-Kostroski reviewed the March/April monthly report; vacant position requests; emergency help requests; extended leave of absence requests; and additional steps, benefits and bonuses provided to employees since the last Human Resources Committee meeting. **No action taken.**
18. Set next meeting date and agenda items: Tuesday, June 16, 2020, at 8:30 a.m. Agenda items to be determined.
19. Adjournment **Motion by M. Wineke to adjourn. Second by J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 2:58 p.m.**

## RESOLUTION NO. 2020-\_\_\_\_\_

### Approving Temporary Suspension of Personnel Policy Provisions

#### Executive Summary

During the COVID-19 pandemic, the County Administrator, Benjamin Wehmeier, under the authority of the County's Emergency Declaration, temporarily suspended personnel policy provisions to address the safety and well-being of Jefferson County employees, clients and customers, and the general public. This included attendance provisions as authorized in Section HR045(C) of the Personnel Ordinance, but also policies and procedures regarding employee travel and leave of absences. As Jefferson County, Wisconsin, and the United States begin "opening up America again," it is necessary to maintain flexibility with the current policy suspensions as well as possible suspension of other policies, such as Personal Protective Equipment (PPE). Therefore, the County Administrator requests approval of the current suspension of policies and the authorization to continue to monitor and amend personnel policies, that will extend beyond the term of the County's Emergency Declaration, while transitioning employees back to work and to do so in a safe manner within the guidelines and requirements of the Center for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), the Equal Employment Opportunity Commission (EEOC), and the Department of Labor (DOL).

A summary of current temporary suspended policies are as follows:

#### **School and Day Care Cancellations:**

Employees who have children in schools or day cares that have been cancelled, and whose children are not old enough to care for themselves, will be allowed time off from work without being penalized. However, in turn, we are asking employees to try to locate other care for their children that you are comfortable with, such as a relative or neighbor. If possible, employees will be required to work an alternate arrangement, such as a different shift or remote work. If the only option available for the employee is to take time off of work, employees will be allowed to use up to 120 hours of voluntary furlough, with approval of your department head. Employees may also use vacation pay, floating holiday pay, random hours, or compensatory time, prior to using unpaid time. Sick pay may be used only after 40 hours of other accruals are used. Voluntary furlough can be used at any time during the absence for school and day care closings. The voluntary furlough hours may be taken in as small as 15 minute increments, pending approval of your department head.

#### **Travel Out-of-State, Personal:**

Employees who travel out of state shall report the travel to the supervisor and Human Resources prior to leaving. This should include where they are traveling, the dates of travel, the mode of travel, and activities planned during travel. Providing there is no extended period in a "hot spot" (i.e. NYC), upon return the employee shall self-quarantine if he/she, or any member traveling with, is experiencing flu-like symptoms for up to 14 days. Employees shall work remotely if possible during this time, use voluntary furlough or other accrued time. It should be noted that employees are not eligible for the Emergency Paid Sick Leave Act unless they have been ordered to be tested or self-quarantine by a health care provider or under a local or state order. If no symptoms exist, the employee shall self-monitor daily and immediately report any symptoms to their supervisor and Human Resources and leave the workplace until further instruction. While at the workplace, the employee shall practice social distancing at all times and wear a face covering for the 14 days following return from travel.

#### **Travel Out-of-State, Work-Related:**

All work-related, out-of-state travel is prohibited at this time, unless pre-approved by the County Administrator.

**Quarantine due to Contact with the COVID-19 Virus, Personal:** If an employee must be quarantined due to coming in contact with an individual infected with the COVID-19 virus, and it was not within the course of your employment, employees may be allowed to telecommute with the permission of the department head. Employees will be allowed to use any available accrued benefited time or compensatory time and may be eligible for the Emergency Paid Sick Leave Act.

**Quarantine due to Contact with the COVID-19 Virus, Work Time, Non-Occupational:** If an employee must be quarantined due to coming in contact with an individual infected with the COVID-19 virus, and it is determined that this occurred while at work (not necessarily because it was an occupational contact as defined under Workers Compensation), employees may be allowed to telecommute with the permission of the department head. Employees will be allowed to use any available accrued benefited time or compensatory time and may be eligible for the Emergency Paid Sick Leave Act.

**Quarantine due to Contact with the COVID-19 Virus, Work Time, Occupational:** If an employee must be quarantined due to coming in contact with an individual infected with the COVID-19 virus, and it is determined that this occurred while at work and as an occupational hazard of the work (e.g. Public Health Nurse who is expected to treat infected employees), employees should fill out a first-report-of injury form and may be eligible for workers' compensation. Employees may be allowed to telecommute with the permission of the department head and/or be allowed to use accrued benefited time or compensatory time.

**Reporting to Work Sick:** Employees who are sick need to stay home. If an employee reports to work with, or while at work develops, a fever, upper respiratory symptoms such as difficult breathing or cough, vomiting, diarrhea, or other infectious symptoms will be sent home and allowed to use sick pay or other accrued time.

**Family Members who are Required to Quarantine:** If a family member is required to quarantine because of potential exposure or travel history and is awaiting test results or to see if they get symptoms, it is currently not expected that the entire family quarantine. Instead, it is recommended to practice social distancing within their home. If the results came back positive, or the person develops symptoms, then the entire household/contacts would be expected to isolate themselves.

**Sick Leave:** With the approval of the department head, new employees may access sick pay immediately (prior to the 6-month probationary period). Also, with the approval of Human Resources and/or County Administrator, employees may be able to use accruals already earned for 2021. But, employees need to realize this will reduce the amount of vacation received in January, 2021.

**VOLUNTARY FURLOUGH:** With Department head approval, employees may use unlimited amount of voluntary furlough prior to utilizing accrued benefits. During this specific time only with voluntary furlough, the County will continue to calculate your benefits based on the unpaid voluntary furlough and will continue your health/dental insurance, providing the employee continues to pay his/her share of premiums.

**FACE MASKS:** Although Jefferson County has not implemented mandatory face covering at this time for all employees, the County Administrator has authorized department heads to make this determination, either on a department-wide basis or by position. If a department head implements a mandatory face covering requirement, the department head should provide Human Resources with an outline of the policy, including positions it pertains to and the general justification. Reasons may include positions that are unable to social distance themselves from others; position may have contact with clients/consumers/customers; working with high-risk populations; or other safety or operational reason.

**FFCRA:** As day cares have begun to reopen, employees who are covered under EFMLEA will be periodically asked to re-verify that their day care coverage remains closed to help evaluate EFMLEA eligibility.

On June 16, 2020, the Human Resources Committee reviewed the request from the County Administrator to approve current suspensions of personnel provisions and to provide the County Administrator the authority to modify current suspensions or approve additional personnel provision suspensions to ensure the protection of employees, clients/customers, and the general public during the COVID-19 outbreak and recommended forwarding this resolution to the County Board for consideration.

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WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, the purpose of this Resolution is to provide the flexibility to proactively prepare for employees to safely physically return to the workplace and to respond quickly to changes in COVID-19 guidelines from regulatory agencies, and

WHEREAS, it is the intent of this Resolution to approve current suspensions of personnel provisions and to provide the County Administrator the authority to modify current suspensions or approve additional personnel provision suspensions to ensure we protect employees, the customers we serve, and the general public during the COVID-19 outbreak.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisor approves the current suspensions of personnel provisions and authorizes the County Administrator the authority to modify current suspensions or approve additional personnel provision suspensions to ensure the protection of employees, clients/customers, and the general public during the COVID-19 outbreak.

*Fiscal Note: The fiscal impact is unknown at this time.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Human Resources Committee

06-16-2020

REVIEWED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_

RESOLUTION NO. 2020-\_\_\_\_\_

**Adopting the Families First Coronavirus Response Act Policy**

Executive Summary

On March 18, 2020, President Donald Trump signed the Families First Coronavirus Response Act (“FFCRA”), which expands the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), and creates a paid sick leave entitlement for certain eligible employees (Emergency Paid Sick Leave Act). The provisions of the FFCRA allow employers to exempt “emergency responders” and “health care provider” from provisions of the FFCRA. The Act became effective on April 1, 2020, with a sunset date of December 31, 2020, and was formalized as a policy under the Jefferson County Declaration of Emergency.

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WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, this Resolution provides a written policy for Jefferson County employees to determine eligibility for and benefits of the Emergency Family and Medical Leave Expansion Act and the Emergency Paid Sick Leave Act for employees affected by COVID-19, and

WHEREAS, it is the intent of this Resolution to authorize the County Administrator to define the terms “emergency responder” and “health care provider” in the broadest sense possible consistent with the law in an effort to ensure and continue our essential functions during this time of emergency.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisor adopts the Families First Coronavirus Response Act policy, effective April 1, 2020, with a sunset date of December 31, 2020.

NOW, THEREFORE, BE IT FURTHER RESOLVED if the FFCRA coverage is extended, the County Board of Supervisors authorizes the extension of this policy to be aligned with the Act without additional action of the County Board. The County Administrator will be required to report this to the Human Resource Committee if this were to occur.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ADOPT THE FOLLOWING POLICY:

Section 1. The Families First Coronavirus Response Act is adopted as follows:

- I. **Emergency Family and Medical Leave Expansion Act (EFMLEA):**
  - A. **Employee eligibility:** Employed by Jefferson County for at least 30 calendar days. Excludes health care providers and emergency first responders.
  - B. **Qualifications:** The employee needs to, and actually is, caring for his or her child and is unable to work or telecommute to care for a minor child if the child’s school or childcare has been closed or is unavailable due to a public health emergency (COVID-19). Generally, an employee

does not need to take such leave if another suitable individual—such as a co-parent, co guardian, or the usual child care provider—is available to provide the care the employee’s child needs. For purposes of this policy, the definition of Child is defined under section 110(a) of the Federal Medical Leave Act and includes a child age 18 or older who is incapable of caring for himself or herself because of a mental or physical disability.

- C. **Pay During Leave:** The EFMLEA provides for time away from work for up to 12 weeks. The first two weeks (typically 10 days) of EFMLEA leave is unpaid, unless the employee has available accrued vacation, personal or sick leave which can be substituted for the otherwise unpaid time. The employee will not be required to substitute pay for the first two weeks of unpaid leave. After the two weeks of unpaid time, the employee will be eligible for pay from the County equal to 2/3 of the employee’s regular rate of pay for the remainder of the available FMLA leave associated with the qualifying COVID-19 reason, not to exceed a daily cap of \$200 or aggregate cap of \$10,000, per person.

For full time employees, the paid leave opportunity will be based on the regular rate of pay of the employee for the hours the employee would normally work. Part-time employees pay eligibility will be based on their regular hours worked per week – or if variable – the average hours worked in the preceding six months.

An employee may be eligible for regular FMLA leave if they have a COVID-19 diagnosis and they meet the normal requirements of the FMLA. An employee who is not ill but merely quarantined because of coming into contact with COVID-19 would not be eligible for EFMLEA or regular FMLA.

Employer Paid FMLA leave is allowed **only** for the reason of closure of the child’s school or childcare and need to provide child care due to the public health emergency and not allowed for other FMLA reasons.

It is important to note that while an employee is entitled to 12 weeks of leave under the EFMLEA, the length of the leave is reduced by any FMLA Leave previously taken by the employee – this is not a separate 12 week entitlement. In other words, the Emergency Leave for childcare purposes is automatically reduced by the amount of leave an employee has already taken in the current administrative year, without regard to the reason for the previous leave.

- D. **Benefits During Leave:** Benefits during leave will be applied as benefits under HR0430, Family Medical Leave Act and Family Leave Act.
- E. **Employee Status after Leave:** The FMLA’s job protected leave requirements and anti-retaliation provisions also apply to EFMLEA scenarios.
- F. **Procedure for Requesting Leave and Certification:** Employees are required to provide oral or written notice for leave no later than after the first workday for which an employee receives EFMLEA in order to continue to receive such leave. Employees shall provide information on the Amended FMLA Request form that will be used specifically for the purposes under the FAMILIES FIRST CORONAVIRUS RESPONSE ACT. Forms can be found on Seamless Docs link [here](#), by calling Human Resources at X7102 or emailing [humanresources@jeffersoncountywi.gov](mailto:humanresources@jeffersoncountywi.gov). In



compliance with the recommended social distancing, please do not physically go to the Human Resources Department.

Understanding that Schools and Day Cares are closed, and health care providers are overwhelmed at this time, the required certification will be waived unless there is cause to believe the employee falsified the request. For leave taken under the FMLA for an employee's own serious health condition related to COVID-19, or to care for the employee's spouse, son, daughter, or parent with a serious health condition related to COVID-19, the normal FMLA certification requirements still apply.

However, the following documentation is required:

1. Employee's name
  2. Date(s) for which leave is requested
  3. The COVID-19 qualifying reason for leave
  4. A statement representing that the employee is unable to work or telecommute because of the COVID-19 reason
  5. The name and age of the child(ren) being cared for
  6. The name of the school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons
  7. A statement representing that no other suitable person is available to care for the child(ren) during the period of requested leave
  8. A statement that special circumstances exist, requiring the employee to provide care for a child older than fourteen during daylight hours and unable to work or telework
- G. **Return to Work:** Employees will not be required to provide a return-to-work notice unless specifically requested by Human Resources. Employees who experience virus symptoms (cough, fever, sore throat, shortness of breath) should be symptom free for 72-hours prior to returning to work.
- H. **Enforcement:** Nothing in this provision shall be construed in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. An employee is encouraged to consult with Human Resources regarding any questions or concern. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

## II. **The Emergency Paid Sick Leave Act (PSLA)**

Provides a limited term paid sick leave benefit for employees outside of the FMLA or EFMLEA.

- A. **Employee eligibility:** All employees actively employed by Jefferson County. Health care providers and emergency first responders are exempt from portions of this policy.

The County is not excluding health care providers and emergency first responders for any of the conditions listed in 1, 2 or 3 below.

**B. Qualifications:** The employee must be unable to work or telecommute because:

1. the employee is subject to a Federal, State or local quarantine or isolation order relative to the COVID-19 virus;
2. the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. This does not include quarantine recommended by the County due to voluntary travel or failure to adhere to the Safer at Home Order;
3. the employee is experiencing symptoms of the COVID-19 (fever, cough, sore throat, shortness of breath) and is seeking medical diagnosis from an appropriate health provider;
4. the employee is caring for a family member subject to a federal, state or local order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
5. the employee is caring for a son or daughter whose school or place of care is closed or child care provider is unavailable due to COVID-19 precautions. For purposes of this policy, the definition of Child is defined under section 110(a) of the Federal Medical Leave Act and includes a child age 18 or older who is incapable of caring for himself or herself because of a mental or physical disability; or,
6. the employee is experiencing a substantially similar condition to COVID-19 as has been identified by the Secretary of Health and Human Services.

**C. Pay During Leave:** The amount of Emergency Paid Sick Leave available to employees is limited:

- Full-time employees will be eligible for two weeks (maximum of 80 hours) of Emergency Paid Sick Leave.
- Regular, Part-time employees will be pro-rated based upon their regular hours of work.
- Employees who work a variable work schedule, the average bi-weekly hours of work over the preceding six month period will be utilized.

The actual pay to which an employee will be entitled will depend on the reason for the absence.

1. If absent due to reasons identified under 1), 2) or 3) under qualifications above (generally arising from the employee's quarantine or in caring for the employee's family because of COVID-19 illness), the employee will be entitled to:
  - a. 100% of his/her regular hourly rate of pay (as long as in excess of minimum wage) for the hours of work missed and
  - b. Subject to the cap of \$511 per day, to a maximum aggregate payment of \$5,110.
2. If absent due to reasons identified under 4), 5) or 6) under qualifications above, the employee will be entitled to:
  - a. 2/3 of the employee's regular rate of pay or minimum wage, whichever is greater, and
  - b. Subject to the cap of \$200 per day, \$2,000 in the aggregate

**D. Benefits During Leave:** Benefits will continue as actively working during this leave.

**E. Procedure for Requesting Leave and Certification:**

The Paid Sick Leave Law requires that the employee give notice to the employer of the desire to use the available paid time. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives Emergency Paid Sick Leave in order to continue to receive such leave.

Please refer to Procedures as set forth in Section I for access to request forms, Emergency Family Medical and Leave Expansion Act.

In addition to the documentation required under the EFMLEA (F) (1) – (4), the following is required as applicable:

1. Government ordered quarantine or isolation for employee or family member (qualifications 1 and 4): The name of the government entity that issued the quarantine or isolation order
  2. Health Care Provider advisement of self-quarantine for employee or family member (qualifications 2 and 4): The name of the health care provider who advised the self-quarantine
- F. **Return to Work:** Employees will not be required to provide a return-to-work notice unless specifically requested by Human Resources. Employees who experience virus symptoms (cough, fever, sore throat, shortness of breath) should be symptom free for 72-hours prior to returning to work.
- G. **Enforcement:** Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. An employee is encouraged to consult with Human Resources regarding any questions or concern.

An employee may not carry over any unused Emergency Paid Sick Leave. Further, upon an employee's separation from employment, any unused Emergency Paid Sick Leave is forfeited.

### III. **Unemployment Compensation Rights**

The Families First Coronavirus Response Act also affords an opportunity to affected employees absent due to the Coronavirus to access Unemployment Compensation Benefits at an earlier point than exists under current law. The Act not only increases funding for Unemployment Compensation Benefits, it also removes the "job search requirement" and allows for benefit entitlement on the first day of the loss of employment, rather than a one week waiting period for benefits. The Wisconsin Legislature still must take action to eliminate the one week benefit waiting period, which as of the writing of this Client Alert has not occurred.

A flowchart is available to assist in determining eligibility for these benefits.

<https://www.lucidchart.com/publicSegments/view/48f95f80-5ef0-410d-ab69-26b49f08b1f2>

COVID-19 HEALTH CARE PROVIDERS AND  
EMERGENCY FIRST RESPONDER POSITIONS

County Administrator	Administration
Building and Maintenance Foreman	Central Services
Building Maintenance Worker I	Central Services
Building Maintenance Worker II	Central Services
Central Service Worker	Central Services
Asst Corporation Counsel	Corporation Counsel
Corporation Counsel	Corporation Counsel
GHDP CEO/JCEDC Executive Director	EDC
Emergency Management Director	Emergency Mngmt
Program Assistant	Emerg Mngmnt/Sheriff
Maintenance Worker II	Fair Park
Building and Grounds Worker I	Fair Park
Clinic LPN	Health
Director/Health Officer	Health
Jail Nurse Supervisor	Health
Public Health Nurse	Health
Public Health Program Manager	Health
Public Health Tech (office and jail)	Health
Registered Nurse - Associate	Health
WIC Dietetic Technician	Health
WIC Project Director Supervisor	Health
WIC Registered Dietician/Registered Nurse	Health
Bridge Crew Foreman	Highway
Equipment Mechanic	Highway
Equipment Parts Person	Highway
GIS/Engineering Technician	Highway
Grade Crew Foreman	Highway
Highway Commissioner	Highway
Highway Fleet Manager	Highway
Highway Foreman	Highway
Highway Operations Manager	Highway
Highway Operations Superintendent	Highway
Maintenance Worker III	Highway
Sign Foreman	Highway
Welder Fabricator	Highway

Deputy Director/Child and Family Division Manager	Human Services
Administrative Services Division Manager	Human Services
ADRC Supervisor	Human Services
Adult Protective Svcs Case Mg	Human Services
Aging & Disability Resource Specialist I	Human Services
Aging & Disability Resource Specialist II	Human Services
Aging and Disability Resources Div Mngr	Human Services
Alternate Care Coordinator	Human Services
Benefits Specialist	Human Services
Birth-to-three/Preschool Supervisor	Human Services
Building Maintenance Worker I	Human Services
Building Maintenance Worker II	Human Services
CCS/YES! Supervisor	Human Services
Child Prot Serv Ongoing Prof I	Human Services
Child Protective Services Supr	Human Services
Children's Long Term Support (CLTS) Supervisor	Human Services
Children's Long Term Support Case Manager I	Human Services
Children's Long Term Support Case Manager II	Human Services
Community Rsrc Coor-Wraparound	Human Services
Community Sup Prog Manager	Human Services
Community Support Prof I	Human Services
Community Support Prof II	Human Services
Community Support Professional III	Human Services
Compliance Officer	Human Services
Comprehensive Commun Serv Manager	Human Services
Comprhnsve Comm Srv Facilitatr	Human Services
Crisis Services Manager	Human Services
Dementia Care Specialist	Human Services
Director of Human Services	Human Services
Early Intervention Teacher	Human Services
Economic Support Division Mngr	Human Services
Economic Support Lead	Human Services
Economic Support Specialist I	Human Services
Economic Support Specialist II	Human Services
Economic Support Supervisor	Human Services
Family Advocate	Human Services
Foster Care Coordinator	Human Services
Group Home Supervisor	Human Services
Group Home Worker	Human Services
Home Delivered Meal Assessor	Human Services
Human Services Professional I/IDP Assessor/Counselor	Human Services
Human Services Professional I/TCM Case Manager	Human Services
Intake After Hours Worker	Human Services
Intake Manager	Human Services
Intake Worker	Human Services
IT Specialist	Human Services
Jail Case Mngr/Psychotherapist	Human Services

Maintenance Supervisor	Human Services
Mental Health Professional - CCS	Human Services
Mental Health Professional - Family Treatment Coord (FTC)	Human Services
Mental Health/AODA Manager	Human Services
Nutrition Program Supervisor	Human Services
Psychotherapist	Human Services
Transportation Coord/Van Drvr	Human Services
Youth and Family Services Supervisor	Human Services
Youth Justice Worker	Human Services
Medical Examiner	Medical Examiner
Medical Investigators	Medical Examiner
Hardware Technician	MIS
Information Technology Director	MIS
Micro Computer Specialist	MIS
Network Specialist	MIS
Programmer Analyst	MIS
Senior Systems Analyst	MIS
Sr Systems Analyst Supervisor	MIS
Sr. Network Specialist Supervisor	MIS
Systems Analyst	MIS
Building and Grounds Worker I	Parks
Parks Building and Grounds Worker II	Parks
Parks Construction/Maint Lead	Parks
Parks Supervisor	Parks
Captain-Administrative	Sheriff
Captain-Jail	Sheriff
Captain-Patrol	Sheriff
Chief Deputy	Sheriff
Communication Supervisor	Sheriff
Communications Operator I	Sheriff
Communications Operator II	Sheriff
Cook	Sheriff
Deputy - Jail	Sheriff
Deputy - Patrol	Sheriff
Deputy - PT	Sheriff
Deputy - Support Services	Sheriff
Detective	Sheriff
Jail Food Service Supervisor	Sheriff
Mechanic	Sheriff
Sergeant - Support Services	Sheriff
Sergeant-Detective	Sheriff
Sergeant-Jail	Sheriff
Sergeant-Patrol	Sheriff

06/16/2020  
07:50:28

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<hr/>							
12301 Human Resources							
12301 411100 General Property Taxes	-405,031	0	-405,031	-168,762.90		-236,268.10	41.7%
12301 451002 Private Party Photocopy	-20	0	-20	.00		-20.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-2.84		-37.16	7.1%
12301 451200 Records & Reports	-100	0	-100	.00		-100.00	.0%
12301 484005 Insurance Training Reimburse	-3,000	0	-3,000	.00		-3,000.00	.0%
12301 486010 Rebates	-6,905	0	-6,905	.00		-6,905.00	.0%
12301 511110 Salary-Permanent Regular	182,370	0	182,370	61,896.50		120,473.64	33.9%
12301 511110 22101 Salary-Permanent Regula	0	0	0	12,895.82		-12,895.82	.0%
12301 511210 Wages-Regular	56,255	0	56,255	22,453.09		33,801.46	39.9%
12301 511210 22101 Wages-Regular	0	0	0	1,176.29		-1,176.29	.0%
12301 511220 Wages-Overtime	0	0	0	.00		.00	.0%
12301 511240 Wages-Temporary	0	0	0	218.22		-218.22	.0%
12301 511240 22101 Wages-Temporary	0	0	0	194.99		-194.99	.0%
12301 511310 Wages-Sick Leave	0	0	0	.00		.00	.0%
12301 511320 Wages-Vacation Pay	0	0	0	.00		.00	.0%
12301 511330 Wages-Longevity Pay	294	0	294	.00		293.75	.0%
12301 511340 Wages-Holiday Pay	0	0	0	.00		.00	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	.00		.00	.0%
12301 511380 Wages-Bereavement	0	0	0	.00		.00	.0%
12301 512141 Social Security	17,459	0	17,459	6,093.59		11,365.23	34.9%
12301 512141 22101 Social Security	0	0	0	1,030.47		-1,030.47	.0%
12301 512142 Retirement (Employer)	16,127	0	16,127	5,708.37		10,418.60	35.4%
12301 512142 22101 Retirement (Employer)	0	0	0	949.86		-949.86	.0%
12301 512144 Health Insurance	46,282	0	46,282	16,617.24		29,664.49	35.9%
12301 512144 22101 Health Insurance	0	0	0	2,451.18		-2,451.18	.0%
12301 512145 Life Insurance	48	0	48	17.51		30.13	36.8%
12301 512145 22101 Life Insurance	0	0	0	4.85		-4.85	.0%
12301 512150 FSA Contribution	6,000	0	6,000	.00		6,000.00	.0%
12301 512151 HSA Contribution	0	0	0	6,000.00		-6,000.00	.0%
12301 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
12301 512153 HRA Contribution	0	0	0	.00		.00	.0%
12301 512173 Dental Insurance	3,312	0	3,312	1,204.46		2,107.54	36.4%
12301 512173 22101 Dental Insurance	0	0	0	138.10		-138.10	.0%
12301 521218 Arbitrator	0	0	0	.00		.00	.0%
12301 521219 Other Professional Serv	16,700	10,557	27,257	984.50		26,272.90	3.6%
12301 521220 Consultant	0	0	0	.00		.00	.0%
12301 521225 Section 125	21,500	0	21,500	13,260.75		-11,107.25	151.7%
12301 521226 Ergonomics	400	0	400	.00		400.00	.0%

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Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 521227 Position Classifications	2,500	0	2,500	.00		2,500.00	.0%
12301 521228 Labor Negotiations	0	1,265	1,265	1,482.00		-217.30	117.2%
12301 521229 Recruitment Related	6,985	0	6,985	320.20		6,664.80	4.6%
12301 521296 Computer Support	0	0	0	.00		.00	.0%
12301 531105 Flex Plan Surplus	0	0	0	.00		.00	.0%
12301 531243 Furniture & Furnishings	0	0	0	.00		.00	.0%
12301 531298 United Parcel Service	100	0	100	.00		100.00	.0%
12301 531303 Computer Equipmt & Software	2,000	0	2,000	2,154.50		-154.50	107.7%
12301 531311 Postage & Box Rent	480	0	480	181.17		298.83	37.7%
12301 531312 Office Supplies	382	0	382	127.43		254.57	33.4%
12301 531312 22101 Office Supplies	0	0	0	9.60		-9.60	.0%
12301 531313 Printing & Duplicating	400	0	400	122.88		277.12	30.7%
12301 531313 22101 Printing & Duplicating	0	0	0	.00		.00	.0%
12301 531314 Small Items Of Equipment	0	0	0	.00		.00	.0%
12301 531320 22101 Safety Supplies	0	0	0	5,726.34		-15,566.24	.0%
12301 531322 Subscriptions	660	0	660	4,694.00		-4,034.00	711.2%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00		.00	.0%
12301 531324 Membership Dues	640	0	640	669.09		-29.09	104.5%
12301 531326 Advertising	200	0	200	3,900.00		-7,500.00	%
12301 531351 Gas/Diesel	0	0	0	.00		.00	.0%
12301 531357 Employee Recognition	6,905	0	6,905	1,318.74		5,586.26	19.1%
12301 532325 Registration	2,169	0	2,169	833.00		1,336.00	38.4%
12301 532332 Mileage	504	0	504	43.73		460.27	8.7%
12301 532334 Commercial Travel	400	0	400	.00		400.00	.0%
12301 532335 Meals	299	0	299	.00		299.00	.0%
12301 532336 Lodging	2,220	0	2,220	164.00		2,056.00	7.4%
12301 532339 Other Travel & Tolls	100	0	100	30.00		70.00	30.0%
12301 532350 Training Materials	9,775	0	9,775	5,559.37		4,215.63	56.9%
12301 533225 Telephone & Fax	50	0	50	19.32		30.68	38.6%
12301 535242 Maintain Machinery & Equip	400	0	400	116.56		283.44	29.1%
12301 571004 IP Telephony Allocation	381	0	381	158.75		222.25	41.7%
12301 571005 Duplicating Allocation	488	0	488	203.35		284.65	41.7%
12301 571007 MIS Direct Charges	0	0	0	.00		.00	.0%
12301 571009 MIS PC Group Allocation	6,341	0	6,341	2,642.10		3,698.90	41.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,193	0	2,193	913.75		1,279.25	41.7%
12301 591519 Other Insurance	1,778	0	1,778	592.80		1,185.60	33.3%
12301 591520 Liability Claims	0	0	0	503.24		-503.24	.0%
12301 592006 WRS Interest	0	0	0	.00		.00	.0%
12301 594813 Capital Office Equip	0	0	0	.00		.00	.0%
12301 594818 Capital Computer	0	10,828	10,828	.00		10,827.85	.0%
12301 699999 Budgetary Fund Balance	0	-22,650	-22,650	.00		-22,649.95	.0%
TOTAL Human Resources	0	0	0	17,015.97		-50,002.37	.0%



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Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<hr/>							
12302 Safety							
12302 411100 General Property Taxes	-118,218	0	-118,218	-49,257.50		-68,960.50	41.7%
12302 474106 Intergovt Shared Services	0	0	0	.00		.00	.0%
12302 485200 Donations Restricted	-10,000	0	-10,000	.00		-10,000.00	.0%
12302 511110 Salary-Permanent Regular	80,057	0	80,057	549.44		79,507.10	.7%
12302 511210 Wages-Regular	0	0	0	.00		.00	.0%
12302 511310 Wages-Sick Leave	0	0	0	.00		.00	.0%
12302 511320 Wages-Vacation Pay	0	0	0	.00		.00	.0%
12302 511340 Wages-Holiday Pay	0	0	0	.00		.00	.0%
12302 511350 Wages-Miscellaneous (Comp)	0	0	0	.00		.00	.0%
12302 511380 Wages-Bereavement	0	0	0	.00		.00	.0%
12302 512141 Social Security	5,310	0	5,310	42.06		5,268.12	.8%
12302 512142 Retirement (Employer)	4,729	0	4,729	37.08		4,691.76	.8%
12302 512144 Health Insurance	15,427	0	15,427	.00		15,427.24	.0%
12302 512145 Life Insurance	12	0	12	.00		12.00	.0%
12302 512150 FSA Contribution	2,000	0	2,000	.00		2,000.00	.0%
12302 512151 HSA Contribution	0	0	0	.00		.00	.0%
12302 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
12302 512153 HRA Contribution	0	0	0	.00		.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00		1,104.00	.0%
12302 531243 Furniture & Furnishings	650	0	650	.00		650.00	.0%
12302 531303 Computer Equipmt & Software	0	0	0	.00		.00	.0%
12302 531311 Postage & Box Rent	0	0	0	.00		.00	.0%
12302 531312 Office Supplies	100	0	100	.00		100.00	.0%
12302 531313 Printing & Duplicating	80	0	80	27.92		52.08	34.9%
12302 531314 Small Items Of Equipment	0	0	0	.00		.00	.0%
12302 531320 Safety Supplies	180	0	180	18.03		161.97	10.0%
12302 531322 Subscriptions	7,749	0	7,749	3,862.33		3,886.67	49.8%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00		.00	.0%
12302 531324 Membership Dues	910	0	910	435.00		475.00	47.8%
12302 531326 Advertising	750	0	750	.00		750.00	.0%
12302 532325 Registration	1,040	0	1,040	15.00		1,025.00	1.4%
12302 532332 Mileage	420	0	420	.00		420.00	.0%
12302 532335 Meals	140	0	140	.00		140.00	.0%
12302 532336 Lodging	540	0	540	.00		540.00	.0%
12302 532339 Other Travel & Tolls	0	0	0	.00		.00	.0%
12302 532350 Training Materials	5,000	0	5,000	.00		5,000.00	.0%
12302 535242 Maintain Machinery & Equip	0	0	0	.00		.00	.0%
12302 571004 IP Telephony Allocation	127	0	127	52.90		74.10	41.7%

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Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12302 571005 Duplicating Allocation	2	0	2	.85		1.15	42.5%
12302 571009 MIS PC Group Allocation	1,057	0	1,057	440.40		616.60	41.7%
12302 571010 MIS Systems Grp Alloc (ISIS)	365	0	365	152.10		212.90	41.7%
12302 591519 Other Insurance	469	0	469	156.40		312.80	33.3%
12302 594820 Capital Other	0	0	0	.00		.00	.0%
12302 699999 Budgetary Fund Balance	0	0	0	.00		.00	.0%
TOTAL Safety	0	0	0	-43,467.99		43,467.99	.0%
TOTAL General Fund	0	0	0	-26,452.02		-6,534.38	.0%
TOTAL REVENUES	-543,314	-22,650	-565,964	-218,023.24		-347,940.71	
TOTAL EXPENSES	543,314	22,650	565,964	191,571.22		341,406.33	

**Report to Human Resources Committee  
June 16, 2020**

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following vacant position requests since May 19, 2020:

- **Zoning**
  - Zoning and Onsite Waste Management Technician

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since May 19, 2020:

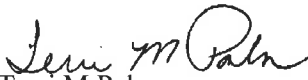
- Human Resources: 4 hours/week scanning in personnel files
- Health: Bilingual assistance for COVID-19 testing in Whitewater
- Health: Registered Nurse assistance with COVID-19
- Due to COVID-19, several departments are utilizing staff whose hours have been reduced, including the Sheriff's Office and Central Services with custodial help and Human Resources with scanning assistance.

**LEAVE OF ABSENCE REQUESTS:** There was 0 Leave of Absence requests outside of protected FMLA leave.

**HIRING ABOVE MINIMUM STEP, HIRING WITH ADDITIONAL BENEFITS AND/OR ADDITIONAL STEPS OR BONUSES FOR CURRENT EMPLOYEES:**

- Extra step – Public Health Nurse Manager.
- Extra step – WIC Dietitian

Respectfully Submitted,

  
Terri M Palm  
Human Resources Director