

**GENERAL FINANCIAL CONDITION  
JEFFERSON COUNTY WISCONSIN  
September 1, 2020**

Available Cash on Hand		
August 1, 2020	\$	2,728,036.25
August Receipts	\$	<u>30,713,602.32</u>
 Total Cash	 \$	 33,441,638.57
 Disbursements		
General - August 2020	\$	32,566,367.37
Payroll - August 2020	\$	<u>1,569,508.86</u>
 Total Disbursements	 \$	 <u>34,135,876.23</u>
	\$	<b>(694,237.66)</b>
 Cash on Hand (in bank) Sept. 1, 2020	\$	180,877.61
Less Outstanding Checks	\$	<u>875,115.27</u>
 Total Available Cash	 \$	 <b>(694,237.66)</b>
 Local Government Investment Pool - General	 \$	 15,323,228.71
Dana Investments	\$	30,446,238.58
Local Government Investment Pool -Clerk of Courts	\$	1,740.60
Local Government Investment Pool -Farmland Preservation	\$	179,969.77
Local Government Investment Pool -Parks/Liddle	\$	86,520.06
Local Government Investment Pool -County Bond	\$	<u>7,768,475.25</u>
	\$	53,806,172.97
 2020 Interest - Super N.O.W. Account	 \$	 978.10
2020 Interest - L.G.I.P. - General Funds	\$	76,716.59
2020 Interest - DANA Investments	\$	548,987.94
2020 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	392.13
2020 Interest - L.G.I.P. - Farmland Preservation	\$	815.69
2020 Interest - L.G.I.P. - Clerk of Courts	\$	457.67
2020 Interest - L.G.I.P. - County Bond	\$	<u>13,777.58</u>
Total 2020 Interest	\$	642,125.70

JOHN E. JENSEN  
JEFFERSON COUNTY TREASURER

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

### **Approving Temporary Suspension of Personnel Ordinance, Section HR0360, Hours of Work, Overtime, and Compensatory Time as it relates to Public Health Nurses and Public Health Nurse Manager**

#### Executive Summary

Public Health Care professionals are responsible for treating and working with patients and families affected by COVID-19. As of August 17, 2020, Jefferson County (excluding Watertown data) had 619 positive tests and 12451 negative tests. Each positive case requires staff to conduct case investigation and contact tracing. This involves working with individuals who have been confirmed positive for COVID-19 and to identify and provide support to people (contacts) who may have been infected through exposure to the confirmed-positive individual. Since the onset of COVID-19 in Jefferson County, Jefferson County public health nurses have been required to work additional hours into the evening and on weekends, accruing excessive amounts of compensatory time. Due to the demands of COVID-19, it is unrealistic that the nurses will be allowed to use all of their vacation and compensatory time by the end of 2020.

Jefferson County Personnel Ordinance currently states that public health nurses and the public health nurse manager are eligible to accumulate compensatory time “on an hour-for-hour basis for time worked in excess of 40 hours in a workweek. There shall be no cash compensation for accrued exempt compensatory time...” In addition, they “may accrue up to 120 hours of compensatory time on an hour-for-hour basis for actual hours worked over 40 hours per week. This bank may be replenished, but must be used by November 30 of each year, or is forfeited. An extension may be requested by November 15 of each year, subject to approval of the County Administrator. A request to carry over any compensatory time earned between November 15 and November 30 must be made to the Human Resources Department by December 10 subject to the County Administrator’s approval. Compensatory time approved for carryover must be used by March 1 of the succeeding year.”

The Coronavirus outbreak is a unique occurrence that has not relented in the last five months, and is unknown exactly how long it will continue. Although nurses continue to attempt to schedule time off from work, it is unlikely that they will be able to take three weeks of vacation (on average) as well as, in some cases, over four or more weeks of compensatory time. Based on the current ordinance, this compensatory time would then be forfeited. Therefore, it is being requested to temporarily suspend section HR0360, Hours of Work, Overtime, and Compensatory Time, and allow all Public Health Nurses and the Public Health Nurse Manager to accrue compensatory time for COVID-19 related activities for the first five hours of actual hours worked over 40 hours per week. Any hours actually worked over 45 hours per week on COVID-19 related activities will be paid as overtime at a rate equal to hour-for-hour of the regular rate of pay, and the current 120-hour maximum will be increased to 480 hours. This request is retroactive to March 17, 2020, less any hours of compensatory time already used or scheduled to be used, and effective through October 31, 2020.

The Coronavirus Aid, Relief, and Economic Security Act (the CARES Act) provides for payments to State, Local, and Tribal governments navigating the impact of the COVID-19 outbreak. Eligible payments include payroll expenses for public health whose services (1) are substantially dedicated to mitigating or responding to the COVID19 public health emergency, (2) were not accounted for in the adopted 2020 budget, and (3) were incurred during the period that begins on March 1, 2020, and ends on October 31, 2020. Therefore, the temporary suspension of the exempt compensatory time provision of the personnel ordinance will not only allow our public health professionals to be compensated for the unexpected hours they have worked, but also will not have a financial impact on the County's fund balance.

On September 1, 2020, the Human Resources Committee reviewed the request from the County Administrator to approve the temporary suspension of Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time, as provided below, and recommend forwarding this resolution to the County Board for consideration:

1. Public Health Nurses and the Public Health Nurse Manager may accrue compensatory time on an hour-for-hour basis for COVID-19 related activities for the first five hours of actual hours worked over 40 hours per week
2. Public Health Nurses and the Public Health Nurse Manager may be compensated overtime, paid at a rate equal to the regular rate of pay, for any hours actually worked over 45 hours per week on COVID-19 related activities
3. Public Health Nurses and the Public Health Nurse Manager may accrue up to 480 hours of compensatory time on an hour-for-hour basis for actual hours worked over 40 hours per week
4. This temporary suspension is retroactive to March 17, 2020, and effective through October 31, 2020
5. Compensatory time that Public Health Nurses and the Public Health Nurse Manager have already used or have scheduled to use shall not apply to the temporary suspension of items 1 and 2 above

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

WHEREAS, it is the intent of this Resolution to appropriately recognize the continuous responsibility and sacrifices that the Public Health staff have made during this difficult time of the COVID-19 outbreak in order to protect the citizens of our County, and

WHEREAS, the CARES Act provides payments for payroll expenses for public health services that are substantially dedicated to mitigating or responding to the COVID19 public health emergency and were not accounted for in the adopted 2020 budget.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisor approves the temporary suspension of Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time for Public Health Nurses and the Public Health Nurse Manager as outlined in 1 – 5 in the Executive Summary.

*Fiscal Note: As of August 15, 2020, six Public Health Nurses and the Public Health Nurse Manager have a total of 955.5 hours that are not included in the 2020 budget that will be*

*compensated as either overtime at regular rate of pay or used as compensatory time that otherwise would have been forfeited. As of August 15, 2020, the total cost, including associated benefits, is \$38,597. Any hours or cost associated with the temporary suspension from August 16, 2020, through October 31, 2020, is unknown at this time; however, it is anticipated to be significantly less as additional limited term personnel have been hired. It is anticipated that the CARES Act will provide payments for all eligible payroll costs.*

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

Referred By:  
Human Resources Committee

09-08-2020

REVIEWED: County Administrator: ; Corporation Counsel: ; Finance Director: 

