

Terri Palm

From: Terri Palm
Sent: Monday, August 14, 2023 3:46 PM
To: Rebecca Powell; Matt Zangl; Marissa Acosta (Olsen); Jody Chandler; bmatk31@gmail.com; Shelly Wangerin; Art Leavens; David Dykstra; Jessica Breezer; Karl Zarling; Amber Lane-Hansen; Jennifer Robinson; Kim.Vegter@wicourts.gov; Rolland Klement (J.R.); William Wallace; Jayne Hintzmann; Matthew Kanters; Anna Falci; Julie Johnson
Subject: Compensation, Recruitment, and Retention Work Group
Attachments: vacation.docx

Dear Team,

Thank you for your active participation in our recent meetings focusing on labor market conditions and our compensation structure. Your insights have been invaluable, and I appreciate your dedication to making Jefferson County an even better place to work. As we move forward, I would like to gather your thoughts on a few key matters. Your prompt response would be greatly appreciated, and your input will play a significant role in shaping our decisions. Please feel free to reply to just me, or to everyone and share your thoughts.

1. **Continuation of Work Group:** Are you interested in continuing to be a part of this work group? Your commitment is valuable as we work together to address labor market challenges.
2. **Recommendations:** If you are unable to continue, do you have a colleague in mind who might be a suitable addition to this group? Your referrals are highly regarded.
3. **Meeting Schedule:** We're aiming to schedule sessions on Wednesday mornings. Please let us know if Wednesdays generally work for you (8:30 - 10:00 am or 10:30 am - 12:00 pm). If Wednesdays pose challenges, kindly share your preferred days. There is no need to commit to one time over the other right now! We just need to know prior to a meeting to ensure enough space is available and enough individuals are at each session to have a meaningful discussion. We are hoping that **Wednesday, August 30th**, will work for the next work group, but will confirm when I hear back from everyone.
4. **Vacation Policy Discussion:** Attached is the draft of the vacation policy we discussed in our previous meeting. I value your feedback on its strengths, areas for improvement, and any questions it raises. We'll discuss this further in our upcoming session on August 30th.
5. **Compensation Structure Consideration:** Your thoughts on the proposed "family" pay grades and adjustments to our current pay grades are crucial. We aim to address market impacts while ensuring equity across all positions. Please share your insights on this matter.
6. **Improving the Work Environment:** Have you and your colleagues discussed any ideas for enhancing the Jefferson County work experience? Positive changes and initiatives can have a lasting impact on our workplace culture.

Your contributions are integral to our success, and I'm confident that together, we can navigate these important discussions and make informed recommendations. Kindly respond to these questions within the next couple of days. Thank you for your ongoing dedication and collaboration and continuing to work together.

Terri M Palm-Kostroski
Jefferson County
Human Resources Director
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Jefferson County Wisconsin Vacation Policy

1. Eligibility: Vacation is a privilege and not a right. Regular employees working 30 or more hours per week are eligible for vacation benefits. Excluded are limited-term employees, including emergency help employees, regardless of the expected duration of their assignment.

2. Vacation Entitlement: New employees will receive 80 weeks of vacation, prorated based on the employee's Full-Time Equivalent (FTE) and remaining hours for the year. Vacation is distributed on an annual basis, calculated based on the FTE and hours worked in the previous year.

3. Vacation Accrual and Proration: Employees who resign or reduce their hours below 30 hours per week will be paid out the hours accrued since January 1 of the current year, excluding employees terminated for cause.

4. Vacation After 2 Years of Service: After completing 2 full years of service within the last 12 months, employees will receive 120 hours of vacation, prorated accordingly based on their accrual date. Employees will receive the prorated hours on the first of the payroll following their accrual date. For example, if an employee was hired on September 30, 2023, they will receive 80 hours of vacation on January 1, 2025. On the first pay period following September 30, 2025 (when the employee reaches 2 full years of service), the employee will receive an additional 30 hours, the proration between October and December 31.

5. Vacation After 7 Years of Service: Following 7 full years of service, employees will receive 160 hours of vacation using the same method of proration as described above.

6. Vacation After 15 Years of Service: Following 15 years of service, employees will receive 200 hours of vacation using the proration method as described above.

7. Carryover Policy: Employees may carry over a maximum of 8 hours of vacation annually. Any hours in addition to the 8-hour carryover limit must be approved by the department head and Human Resources Director, or their designees. For consideration of additional carryover, the employee must demonstrate the reasons why they were unable to use their vacation during the year. Examples of unacceptable reasons for additional carryover include:

- Planning an extensive leave
- Planning a longer vacation the following year
- Receiving additional vacation time due to their anniversary date falling later in the year

8. Vacation Abuse and Forfeiture: Vacation abuse, which includes the violation of any time policy, may lead to forfeiture of vacation privileges. The decision to forfeit vacation will be made by the Human Resources Director or their designees.

9. Review and Amendments: This vacation policy will be subject to review periodically and may be amended as needed. Any changes will be communicated to all employees in a timely and transparent manner.

This vacation policy is effective immediately and supersedes any previous policies on the subject matter.