

Agenda
Human Resources Committee
Jefferson County Courthouse
320 S Main St, Room 112
Jefferson, WI 53549

October 15, 2013 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder,
and Dick Schultz, 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. Citizen comments
6. Approval of September 17, 2013 minutes
7. Communications
8. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations, and Wisconsin State Statutes 19.85 (1)(f), consideration of two employee's specific medical history as it relates to a leave of absence request
9. Reconvene into open session for consideration and possible action regarding items discussed in closed session
10. Monthly Financial Report
11. Review of recent Safety Audit
12. Update on the Affordable Care Act
13. Update on progress of HIPAA Privacy analysis and assessment
14. Review and possible amendment to Personnel Ordinance HR0628, Dental Insurance; HR0630, Disability Insurance; and HR0640, Health insurance to comply with current practice in regards to eligibility and COBRA coverage
15. Review of Resolution 2004-50 and possible recommendation for amendment to insurance coverage for active military employees and their families
16. Review of Resolution 2004-51 and possible recommendation for amendment to vacation accrual for employees on active military duty
17. Set next meeting date and agenda
18. Adjournment

Next scheduled meeting: November 19, 2013 @ 8:30 a.m.

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the 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
September 17, 2013 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by Chair, J. Braughler.
2. Present: J. Braughler, P. Rogers, J. Schroeder and D. Schulz. Excused G. David. Quorum established. Others Present: B. Wehmeier; T. Palm; J. Molinaro; P. Ristow; B. Lamers; G. Koepfel, D. Hummel, J. Kottwitz, R. Rammelt, B. Block, C. Robinson, D. Scott and J. Haferman.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by D. Schultz, second by P. Rogers, to approve the August 20, 2013 minutes as corrected in Item 16. Motion carried 4:0.
7. Communications: Article by Von Briesen & Roper, *Federal Courts Once Again Find Act 10 Enforceable* included in packet. No additional communications.
8. Motion by J. Schroeder, second by P. Rogers, to convene into closed session pursuant to Wisconsin State Statutes 19.85 (1)(e), consideration of union negotiations. All present responding "Aye", 4:0. Moved into closed session at 8:40am. NOTE: J. Molinaro, T. Palm, B. Wehmeier, P. Ristow, Labor Consultant Bill Braken, Cpt. D. Scott and Cpt. J. Haferman remained present for closed session.
9. Motion by P. Rogers, second by D. Schultz, to reconvene into open session. All present responding "Aye". Moved into open session at 9:10am. 4:0.
10. Third Quarter Retirements reviewed. Two employees retired during the third quarter to be presented at October Board.
11. Human Resources Department Monthly Financials reviewed. Nothing new to report. Invoices for negotiations, the safety audit, and the Privacy Analysis have not been received/processed yet. It is anticipated to be within budget at the end of the year.

12. T. Palm shared information of 16 highway staff, including Highway Workers, Equipment Operators and Lead Workers. Discussion that 2013 is a year of transition and difficult to compare. Employees switched from being at the top of steps to going back into the step system, all at different times throughout the year. Also, overtime earnings varied from employee to employee which skews the gross-earning figures when trying to just look at earnings from the differential for operating equipment. Also, the YTD earnings for 2013 include the 5% snow plowing premium that was in effect for the first quarter of 2013. Highway staff added that Leads do not get the equipment operator differential when they (a Lead) is operating equipment. Committee asked staff to review the step placement of Leads verses Highway/Equipment operators and report back at a future date.
13. Motion by P. Rogers, second by D. Schultz, to recommend to County Board the reorganization of positions in the Clerk of Courts and authorize 16 Deputy Court Clerk I/II positions (15 FT, 1 PT). Motion carried 4:0.
14. P. Ristow reported to the Committee that the County ads a 2% administrative fee to COBRA rates, which is allowed under both State and Federal law. However, there is no current language in the ordinance and staff proposes to codify the COBRA 2% administration fee. Committee asked staff to draft sample language and address at the next meeting.
15. T. Palm, HR Director, reported on 8 vacancies in 3 department; 4 emergency help requests; a copy of the new position summary presented to Finance Committee during budget hearings; the 2014 Health Insurance rates, including a memo sent to all employees regarding 2014 benefits in general; the completion of the safety audit on September 11 and 12 and that a report will hopefully be available at the next meeting; an update to the HIPAA Privacy Analysis including the selection of Boardman & Clark Law firm at a cost of approximately \$21,000, which a contingency transfer of \$16,000 has been approved; and finally that there are no updates in the last month to the Affordable Care Act.
16. Next meeting scheduled for October 15, 2013 at 8:30am, to include items 1 – 7, and continual updates on the safety audit, the HIPAA privacy analysis and the Affordable Care Act and deferred compensation feedback from employees.
17. Motion by D. Schultz, second by P. Rogers, to adjourn. Meeting adjourned at 9:42am.

Human Resources
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Date Ran 9/24/2013
Period 8
Year 2013

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
451002	PRIVATE PARTY PHOTOCOPY	-	(4.00)	-	(32.00)	32.00	(48.00)	(48.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(4.17)	(14.48)	(33.33)	18.85	(50.00)	(35.52)	28.96%
451200	RECORDS & REPORTS	-	(4.17)	-	(33.33)	33.33	(50.00)	(50.00)	0.00%
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Totals		-	(12.33)	(14.48)	(98.67)	84.19	(148.00)	(133.52)	9.78%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	13,933.89	15,872.50	114,488.60	126,980.00	(12,491.40)	190,470.00	75,981.40	60.11%
511210	WAGES-REGULAR	-	427.90	-	3,423.22	(3,423.22)	5,134.83	5,134.83	0.00%
511240	WAGES-TEMPORARY	-	189.67	-	1,517.33	(1,517.33)	2,276.00	2,276.00	0.00%
511310	WAGES-SICK LEAVE	193.84	-	2,449.95	-	2,449.95	-	(2,449.95)	#DIV/0!
511320	WAGES-VACATION PAY	2,464.75	-	7,304.58	-	7,304.58	-	(7,304.58)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	29.08	-	232.67	(232.67)	349.00	349.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	3,737.03	-	3,737.03	-	(3,737.03)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	89.85	-	2,504.45	-	2,504.45	-	(2,504.45)	#DIV/0!
512141	SOCIAL SECURITY	1,201.36	1,229.73	9,407.15	9,837.87	(430.72)	14,756.81	5,349.66	63.75%
512142	RETIREMENT (EMPLOYER)	1,109.36	1,081.96	8,677.20	8,655.65	21.55	12,983.47	4,306.27	66.83%
512144	HEALTH INSURANCE	4,198.67	3,813.33	31,277.52	30,506.67	770.85	45,760.00	14,482.48	68.35%
512145	LIFE INSURANCE	8.95	8.50	70.36	68.00	2.36	102.00	31.64	68.98%
512173	DENTAL INSURANCE	292.13	243.00	2,042.23	1,944.00	98.23	2,916.00	873.77	70.04%
521218	ARBITRATOR	-	1,050.00	-	8,400.00	(8,400.00)	12,600.00	12,600.00	0.00%
521219	OTHER PROFESSIONAL SERV	2,037.46	2,290.75	14,730.56	18,326.00	(3,595.44)	27,489.00	12,758.44	53.59%
521220	CONSULTANT	-	1,250.00	-	10,000.00	(10,000.00)	15,000.00	15,000.00	0.00%
521225	SECTION 125	345.88	542.50	3,319.64	4,340.00	(1,020.36)	6,510.00	3,190.36	50.99%
521226	ERGONOMICS	-	41.67	-	333.33	(333.33)	500.00	500.00	0.00%
521227	POSITION CLASSIFICATIONS	250.00	291.67	250.00	2,333.33	(2,083.33)	3,500.00	3,250.00	7.14%
521229	RECRUITMENT RELATED	31.85	812.50	690.72	6,500.00	(5,809.28)	9,750.00	9,059.28	7.08%
521296	COMPUTER SUPPORT	-	311.25	3,788.84	2,490.00	1,298.84	3,735.00	(53.84)	101.44%
531243	FURNITURE & FURNISHINGS	-	25.00	-	200.00	(200.00)	300.00	300.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWA	23.00	41.67	908.60	333.33	575.27	500.00	(408.60)	181.72%
531311	POSTAGE & BOX RENT	42.01	33.33	216.40	266.67	(50.27)	400.00	183.60	54.10%
531312	OFFICE SUPPLIES	64.82	115.00	259.59	920.00	(660.41)	1,380.00	1,120.41	18.81%
531313	PRINTING & DUPLICATING	79.66	58.33	689.55	466.67	222.88	700.00	10.45	98.51%
531314	SMALL ITEMS OF EQUIP	-	-	219.55	-	219.55	-	(219.55)	#DIV/0!
531323	SUBSCRIPT TAX,LAW & OTHER	-	219.58	2,598.70	1,756.67	842.03	2,635.00	36.30	98.62%
531324	MEMBERSHIP DUES	60.00	62.92	460.00	503.33	(43.33)	755.00	295.00	60.93%

532325	REGISTRATION	-	310.58	290.00	2,484.67	(2,194.67)	3,727.00	3,437.00	7.78%
532332	MILEAGE	6.49	112.50	517.42	900.00	(382.58)	1,350.00	832.58	38.33%
532334	COMMERCIAL TRAVEL	-	50.00	-	400.00	(400.00)	600.00	600.00	0.00%
532335	MEALS	-	78.67	40.06	629.33	(589.27)	944.00	903.94	4.24%
532336	LODGING	-	220.00	210.00	1,760.00	(1,550.00)	2,640.00	2,430.00	7.95%
532339	OTHER TRAVEL & TOLLS	-	-	5.25	-	5.25	-	(5.25)	#DIV/0!
532350	TRAINING MATERIALS	99.00	346.00	386.83	2,768.00	(2,381.17)	4,152.00	3,765.17	9.32%
533225	TELEPHONE & FAX	24.88	21.25	180.93	170.00	10.93	255.00	74.07	70.95%
535242	MAINTAIN MACHINERY & EQUIPI	-	21.25	345.42	170.00	175.42	255.00	(90.42)	135.46%
571004	IP TELEPHONY ALLOCATION	29.80	30.17	238.40	241.33	(2.93)	362.00	123.60	65.86%
571005	DUPLICATING ALLOCATION	47.98	128.33	383.85	1,026.67	(642.82)	1,540.00	1,156.15	24.93%
571009	MIS PC GROUP ALLOCATION	563.35	458.17	4,489.40	3,665.33	824.07	5,498.00	1,008.60	81.66%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	188.50	191.17	1,508.00	1,529.33	(21.33)	2,294.00	786.00	65.74%
591519	OTHER INSURANCE	84.79	82.42	678.74	659.33	19.41	989.00	310.26	68.63%
594813	CAP OFC EQUIP	4,915.00	345.83	4,915.00	2,766.67	2,148.33	4,150.00	(765.00)	118.43%

Totals		32,387.27	32,438.18	224,280.52	259,505.41	(35,224.89)	389,258.11	164,977.59	57.62%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!

Total Business Unit		32,387.27	32,425.84	224,266.04	259,406.74	(35,140.70)	389,110.11	164,844.07	57.64%
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Jefferson County, Wisconsin

Safety Audit

September 11 & 12, 2013

Purpose:

The purpose of this safety audit is to evaluate and benchmark the current Jefferson County safety policies, programs and procedures. This audit is based on a variety of standards and regulations in addition to accepted safety practices which are applicable to the Jefferson County services being evaluated. Opportunities for improvement in safety policies, programs and procedures are prioritized for future consideration and improvement.

Methodology:

The first step used was reviewing and evaluating the current Jefferson County safety policies, programs and procedures available. Most of the current written safety policies, programs and procedures were sent prior to the visit dates for review. The Highway Department has extensive written programs, which were reviewed during the visit to the highway Department. The OSHA 300 Logs/OSHA 300A Summaries for the years 2011 and 2012, in addition to the current 2013 OSHA Log was analyzed for work-related trends and injury/illness rates. The various departments were visited and interviews with key personnel in each department were held with the objectives of determining the current implementation of safety policies and procedures. The last step was a physical safety survey of select areas to evaluate current safety conditions and control of existing work-related hazards and/or exposures.

Safety Policies & Programs:

The current safety policies and programs are in need of significant improvement on an overall basis. The County should provide general safety policies and procedures for all departments to follow covering basic loss prevention guidelines. Currently, there are no County wide safety policy and procedure guidelines or requirements. A County Safety Policy/Procedure Handbook or Manual should cover the very basics of safety such as:

- County Safety Policy Statement
- Safety Responsibilities & Accountability
- Work-related Injury/Illness Reporting
- Accident Investigation
- Return-to-Work
- Basic Safety Rules
- New Employee Safety Training/Orientation
- Emergency Procedures
- Vehicle Safety & Accident Reporting

- Hired and Non-Owned Vehicle Guidelines
- Discipline for Safety Violations

The intent of this type policy/procedure handbook is to establish the basis for departmental safety policies and procedures to be developed and promote consistency. The Highway Department and Sheriff Department have already developed many written safety policies and procedures that impact their specific operations. These are vastly different, but relate to the operations, hazards and exposures the employees in those departments face on a routine basis in conducting their assigned tasks. However, both of these departments could benefit from a County Safety Policy and Procedures handbook, especially in the area of Accident Investigation.

There currently is an excellent Emergency Procedures “flip chart” that has been developed covering the foreseeable emergency situations. This should be reviewed and updated, as needed. Key individuals have this “flip chart,” but it should be kept readily available. In case of an emergency, time is of the essence and not all departments have this quickly accessible. In some departments, evacuation plans have not been developed, no evacuation maps are posted and/or no assembly point identified. This is an example of where County-wide safety policies and procedures would establish minimums for each department to follow in controlling evacuation safety.

Safety policies and procedures were discussed and reviewed with each department and/or facility contact. Recommendations for improvements will be addressed as it relates to each department later in this report.

The County departments have good controls over County owned and operated vehicles, drivers and vehicle conditions. There is an exposure when County employees operate their own vehicles on County business. Controls of this exposure to loss should be improved and closely monitored. A specific program for controls over Hired & Non-Owned (H & NO) vehicles should be developed and implemented. This can be included in an overall County safety policy and procedures handbook.

OSHA 300 Logs/OSHA 300A Summaries:

OSHA 300 Logs from 2011, 2012 and 2013, as well as OSHA 300A Summaries from 2011 and 2012 were provided for review and were analyzed for rates and trends.

OSHA 300A Summary Review (Total County Incidents and rates)

<u>Year</u>	<u>Total #</u>	<u># Lost Time</u>	<u>#Lost Days</u>	<u># Emp.</u>	<u>Hours</u>	<u>Total Rate</u>
2011	32	12	68	495	854091	7.5
2012	28	8	159	532	883421	6.3
*2013	14	0	0	XX	XX	XX

2013 is only a partial year through August. Number of employees and hours worked information is not required until the end of the year when the OSHA 300A Summary is completed. 2013 OSHA Total Incident Rates cannot be developed for 2013 at this time.

The overall trend does appear to be positive with the number of incidents per month reducing each year (2011 = 2.7, 2012 = 2.33 and 2013 = 1.75). With this reduction in the total number, the severity has also been reduced in number of lost time incidents.

OSHA 300 Log Review (Incidents by Department)

[NOTE: 2013 in all statistics below are for the current 8 months through August

<u>Year</u>	<u>Department</u>	<u>Total #</u>	<u># Lost Time</u>	<u>#Lost Days</u>
2011	Sheriff	12	8	89
2012	Sheriff	4	4	92
2013	Sheriff	3	1	Not complete

<u>Year</u>	<u>Department</u>	<u>Total #</u>	<u># Lost Time</u>	<u>#Lost Days</u>
2011	Highway	22*	4	66
2012	Highway	12	1	16
2013	Highway	6*	0	0

*In 2011 eleven (11) of the incidents recorded were Standard Threshold Shifts as a result of audiometric testing, not accidents. In 2013, there was one (1) Standard Threshold Shift recorded.

<u>Year</u>	<u>Department</u>	<u>Total #</u>	<u># Lost Time</u>	<u>#Lost Days</u>
2011	Courthouse	4	0	0
2012	Courthouse	1	0	0
2013	Courthouse	5	0	0

Courthouse logs include the fair and parks department incidents

<u>Year</u>	<u>Department</u>	<u>Total #</u>	<u># Lost Time</u>	<u>#Lost Days</u>
2011	H S	4	0	0
2012	H S	9	3	7
2013	H S	0	0	0

H S = Health and Human Services

The Highway and Sheriff Departments have the greatest exposure to workers compensation incidents and the results reflect that fact. Over the past 2 and 2/3 years both departments have made significant improvements in loss results. The Highway Department has made excellent progress and has taken a pro-active approach to accident prevention, especially in safety programs, employee training and the stretching program. Their actions can serve as a model for other departments to prevent incidents.

The reduction in number of incidents has also reduced the number of lost time incidents and number of lost days, which are both critical in controlling costs. Safety focus should remain on controlling all workers compensation incidents.

Department/Facility Safety Audit Results:

Terri Palm coordinated contacts with various departments and/or facilities. This portion of the safety audit is based on those contact interviews/discussions and a survey of selected areas.

- Highway Department

Contacts: Timm Punzel, Assistant Superintendent and Brian Udovich, Operations Manager

The Highway Department has recently made great strides and continues to improve in the area of developing written safety policies and procedures. They have been supported in this effort by Alpha Terra Science, safety services company. The safety programs reviewed are based on various OSHA standards and address the hazards both in the highway shop and in the construction aspect of the highway department. The only written safety program deficiency I identified is in the area of Electrical Safe Work Practices or the new OSHA Arc Flash/NFPA 70E standard.

The Highway Department does have a set of general and specific safety rules, but they should be reviewed and updated, as they are dated March 1988. These safety rules are used in new employee safety training.

The Highway Department has also emphasized employee safety training. Employee safety training is the absolute key to employee safety and loss prevention/cost control. The Highway Department has two (2) mandatory safety training days per year, one in the Spring and one in the Fall. In addition, there are safety training sessions on new exposures and/or any developing accident trends as needed during the year. All safety training is documented. The Highway Department coordinates outside resources to do the 2/year safety training topics.

A very successful safety initiative has reduced the number of strains incidents, as well as reduced the number of employee lost work days as a result of work-related injuries. Each work day, there is a 5-10 minute stretching requirement before the work tasks are started. Both Timm and Brian attribute this as the main factor in reducing annual lost work days from 168 to only 19 in the first year of the program.

Although there is a written respirator program, full implementation has not yet been accomplished. Use of respirators is very small and on a voluntary basis, yet the OSHA standard requires several steps be taken even for voluntary use including training, fit-testing and medical screening.

In general, no Highway Department employees enter confined spaces, except for annual cleaning of the tar kettle. Safety procedures for this task should be developed.

I am not listing all the very positive written safety programs and specialized safety training events. These include flagger training, chain saw training, annual audiometric testing, forklift/powerd industrial vehicle training and many more. The Highway Department is doing a very good job in employee safety training.

I noted obvious safety improvements during the safety tour of the highway shop facility. These are numerous and very impressive. The only condition I noted that should be addressed in the condition of the portable metal stairs in the shop. One was damaged should be replaced and most needed the rubber safety feet added. The rubber safety feet are intended to help prevent the metal portable stairs legs from slipping on the concrete floor. This is one small item from a large and very active shop with many tasks being completed. The leaky roof on the 80 year old facility does create conditions that are hard or in some cases impossible to control.

The Highway Department should be recognized for their efforts in developing written safety policies and procedures, implementing the safety programs, employee safety training, documentation of safety training, recognizing safety hazards and controlling the hazards, facility housekeeping (which has a huge impact on safety and fire prevention) and prioritizing their efforts. In addition, the initiative to install a stretching program clearly demonstrates the commitment to overall employee safety.

The Highway Department could still benefit from a County Safety Policy and Procedure handbook in the areas of accident reporting, accident investigation and return-to-work guidelines.

- Human Service/Health Service:

Contact: Terry Gard

There are four main building and a maintenance building in this complex. Some of the area in some buildings is leased to state agencies. Although there are about 200 total County employees in these facilities, the main workers compensation exposures involve the four (4) full-time employees and one (1) part-time employee in the maintenance department.

There are no specific safety policies, procedures or scheduled safety training for any of these employees. There is the Emergency Procedures "Flip Chart" which is available and covers anticipated emergency situations. There are scheduled and conducted emergency evacuation drills. However, there are no specific assembly points identified in case of evacuation. This is a critical aspect of the emergency plan, as it is intended to account for all personnel should there be an evacuation. This specific point would be covered in a County Safety Policy and Procedures handbook/guidelines.

Portions of the Hazard Communications requirements are complied with, specifically the MSDS books for housekeeping chemicals. Annual training is not scheduled, completed or documented. There are Bio-Hazard collection bins that are emptied buy contractor.

Annual Bloodborne Pathogen training is completed, and it is an exposure to almost all employees at these facilities.

The fleet exposure is also significant with eighteen (18) vehicles used to transport both County personnel and clients, as well as delivering meals, etc.

Maintenance personnel are not trained annually in required safety controls such as lockout/tagout, hazard communications (and the new GHS), fire extinguisher, etc.

Serving a wide spectrum of clients with variety of special needs, security is an important control for all employees. There are controls on outside doors, but most interior doors leading to different departments are not secured. After a County Sheriff security audit, this security concern is exposure is currently being addressed.

Maintenance could benefit in safety training by attending select topics already being trained at the Highway Department. This would take some coordination and cooperation, but it would be an effective and efficient method to increase safety training for these maintenance personnel. All employees at this location could benefit from County Safety Policies and Procedures.

- Courthouse Facility

Contact: Mark Miller

The Courthouse complex has many employees, houses many County departments, as well as the sheriff and jail. The sheriff department is being reported on separately, as they have vastly different hazards and exposure related to their assigned duties. The maintenance and custodial staff also have different hazards and exposures to injury and illness than most of the remaining employees who occupy offices and provide a variety of services to the County residents.

The maintenance/custodial staff at the Courthouse, similar to the maintenance staff at the Human Services/Health complex, do not have written safety policies and procedures and are not included in scheduled safety training on an annual basis. Although these personnel have had some training in Bloodborne Pathogens, fire extinguisher usage, lockout/tagout, hazard communications, etc. it has been several years since they have completed these training events. There are no written safety rules or guidelines available to help identify and control hazards involved with the wide variety of tasks that are included in maintaining a large complex.

The Emergency Procedures "Flip Chart" has been provided to help guide potential emergencies, but it was not readily available for use/reference.

There is one exposure as it relates to Confined Space Entry that needs to be improved. The plumbing access chases at the Huber Jail area are confined spaces, but have not been properly identified and signage provided, per OSHA standards. These are

considered to be Non-Permit Required Confined Spaces, but they all must have appropriate DANGER signs posted at the entrances.

There are some specialized safety training needs that are not currently being accomplished. An example is the powered industrial vehicle (man lift) that requires as a minimum at least training and licensing every three (3). Other safety training is required annually such as lockout/tagout, hazard communications, personal protective equipment, bloodborne pathogens, etc.

Courthouse Maintenance Department could benefit in safety training by attending select topics already being trained at the Highway Department. This would take some coordination and cooperation, but it would be an effective and efficient method to increase safety training for these maintenance/custodial personnel. All employees at this location could benefit from the same County Safety Policies and Procedures as previously mentioned in this report.

- Sheriff Department
Contact: Jerry Haferman

The sheriff's department has about 90 employees involved with patrol, jail, K-9, detectives and supervisory staff. The focus of this aspect of the safety audit was almost all on policies and procedures, as much of the actual sheriff department operation could not be observed. The building portion of the audit was covered during the Courthouse section above, except for the sheriff department vehicle maintenance area in the lower level, which I did survey

From a written safety policy, procedure and practices viewpoint, the sheriff's department is very well positioned. Many of the policies and procedures, as well as required training, are dictated by the state. This includes but is not limited to: vehicle training, motorcycle training, K-9 training, weapons training, self-defense training, SWAT training, jail procedures, deadly force, etc. etc. The training is designed to prepare the sheriff's staff to handle hazards and exposures anticipated during the course of assigned duties. I am not qualified to evaluate this training, but the sheriff department is audited by the state and routinely receives top grades, per my contact.

We did discuss the trend on injuries incurred during training activities. Most of these injuries have occurred during arrest tactics training. The training simulates high stress situations and both mental and physical responses. For example, motorcycle training includes how to "dump" a motorcycle and actual hands-on "dumping." This can certainly create the potential for injury.

Other sheriff's department injuries occurred from more typical exposures like slipping on the ice. The sheriff's personnel are many times tasked with responding to accidents during inclement weather and always to potentially dangerous traffic accidents. Sheriff Department personnel also are required to respond to unique dangerous situations they may not have been specifically training for, nor could anyone anticipate.

The Sheriff's Department is evaluating the possibility of "Agility Training" to help deputies cope with the physical demands of the duties assigned. Another option to explore is the use of a strength testing machine developed by Cost Reduction Technologies (CRT). This machine quantitatively measures strength and range of motion compared to established standards in the knees, shoulders and back. This machine is available in The Horton Group Pewaukee office. For more details contact Network Safety Consultants. A demonstration of the CRT machine can be arranged upon request.

One area where improvement can be made is workers compensation accident investigation. All accidents are reported and a written report is filed out to report the incidents to Human Resources. However, an accident report focusing on "*Why*" the incidents occurred and more importantly "*What can be done to prevent recurrence*" is not completed. These accident investigation reports are opportunities to help prevent similar incidents from occurring, as well as used in future training. I feel this is a crucial improvement that can be implemented. It is also part of the County Safety Policies and Practices handbook that I have discussed previously.

The jail is inspected frequently by the state and the federal marshal. This includes the kitchen, jail cells and really all of the areas under the control of the sheriff. I did survey the vehicle storage and maintenance area and found not conditions or practices that appear to create any unusual safety hazard.

- Fairgrounds

Contact: Roger Kylmanen

The largest exposure at the fair is from a public liability viewpoint, with the many, many events and the large number of exhibitors and patrons/customers attending the events. The number of County employees is somewhat limited. There are two (2) full time maintenance personnel, three (3) caretakers, one (1) summer employee, three (3) office/administrative staff and many temporary fair staff for the three weeks of County Fair time. The fair also utilizes Huber inmates to accomplish rather limited, yet necessary, work at the fairgrounds year around, when available. .

The Emergency "Flip Chart" is available and the fair does provide cards on a ring with instructions on what to do in case of several potential emergency situations. These are unique and appear to be quite effective in providing direction and coordination of emergency situations.

The fair maintenance personnel do not have written safety rules or policies/procedures. They do operate equipment, but are not licensed and trained per accepted OSHA safety standards. This does not mean they are not safe nor have the skill to operate the powered equipment, just that they do not have the training on the frequency required. They operate skid-steers and man lifts, but are not trained and licensed at least every three (3) years. They have the bloodborne pathogen clean-up kits and first aid kits, but

have not received the required annual training recently. They do have the MSDS sheets, but have not received the annual hazard communications training.

Fair Maintenance personnel could benefit in safety training by attending select topics already being trained at the Highway Department. This would take some coordination and cooperation, but it would be an effective and efficient method to increase safety training for these maintenance personnel. All employees at this location could benefit from the same County Safety Policies and Procedures as previously mentioned in this report.

- Parks

Contact: Kevin Wiesmann

The Parks department provides services throughout the county parks, as well as handling all the mowing and inspection/maintenance of playgrounds whether in parks or not on County grounds. There are six (6) employees involved in the many tasks involved with parks and related activities.

The Parks Department has developed some basic safety guidelines, but these have not been formalized or approved by the parks commission. Some basics personal protective equipment rules have been developed and implemented such as long pants required due to potential operations such as operating a weed-wacker, specific footwear, eye protection for certain tasks, ear protection for some tasks that create a noise exposure, gloves, etc. These are both well thought out and needed to protect employees from known hazards. A complete safety manual to help control hazards/exposures for the many anticipated tasks at the Parks Department is needed.

The Parks Department employees operate many different powered industrial vehicles such as: skid-steers, tractors, ATVs, UTVs, snowmobiles, backhoes and end loaders. There currently is no documented training for the operators. Training and licensing is required at least every three years, per OSHA standards

They also utilize power hand tools such as: chain saws and weed-wackers. They have powered shop equipment and tools used for special tasks and many hand tools that can be utilized for turf, garden type tasks.

The Parks Department does have the Emergency Procedures "Flip Chart." This applies well to the main facility, but most of the employees are out at locations, rather than at the park facility most of the time. They utilize cell phones as the main devise to contact and/or warn of pending weather emergencies, etc. There are weather radios, but they are seldom if ever used. The actual Parks facility does not have an evacuation plan designed for the building. An evacuation plan should be completed, an evacuation map posted and all affected employees trained with an actual evacuation drill.

The Parks Department has developed a weekly vehicle/trailer inspection program that appears to be very effective with good documentation.

One of the most significant exposures at the Parks Department is the physical exposures from lifting, pushing, pulling, cutting trees, hauling brush, etc. There currently is an employee who has been off work for about two (2) months due to a back strain. Because of the assigned tasks, I recommend that the Parks Department implement a daily stretching requirement similar to the Highway Department.

The Parks Department does use herbicides and pesticides in the course of their operations. They all should have at least annual training in the proper use, storage and application, including personal protective equipment. This has been done once, but is not an annual training. This should be part of the annual hazard communications training.

As a result of the facility safety survey, a couple items were noticed. The table saw guard should be replaced after use of the table saw for cuts that cannot be accomplished with the guard in use. The damaged flammable liquids storage cabinet should be repaired or replaced. In general the housekeeping was excellent, well organized facility and hazards properly controlled.

Like the maintenance personnel at other locations, the entire Parks Department could benefit in safety training by attending select topics already being trained at the Highway Department. This would take some coordination and cooperation, but it would be an effective and efficient method to increase safety training for the Parks Department personnel. All employees at this location could benefit from the same County Safety Policies and Procedures as previously mentioned in this report.

Prioritized Safety Improvement Recommendations:

Overall Safety Program, Policy and Procedure

1. A Jefferson County Safety Policies and Procedures program should be developed and implemented at all departments and facilities. As a minimum, this program should include:
 - County Safety Policy Statement
 - Safety Responsibilities & Accountability
 - Work-related Injury/Illness Reporting
 - Accident Investigation
 - Return-to-Work
 - Basic Safety Rules
 - New Employee Safety Training/Orientation
 - Emergency Procedures
 - Vehicle Safety & Accident Reporting
 - Hired and Non-Owned Vehicle Guidelines
 - Discipline for Safety Violations

2. Each Department or facility as listed above should develop site-specific safety rules to address the unique safety hazards and exposure encountered at the department or facility, similar to the Highway Department and Sheriff Department.
3. Safety Training for all maintenance department employees and all the Parks Department employees should be coordinated with the semi-annual Highway Department Safety Training to facilitate safety training and documentation.
4. All safety training for each department and facility should be planned on an annual basis and fully documented.
5. Supervisor should be provided Accident Investigation training to provide information needed to determine the cause of work-related injuries and developing actions to help prevent recurrence of similar incidents.

Highway Department

1. An OSHA Electrical Safe Work Practices Program, which includes Arc Flash and NFPA 70E, should be developed and implemented
2. The Respirator Program for Voluntary use of respirators should be fully implemented.
3. The Highway Department Safety rules dated March 1988 should be reviewed and updated as necessary.
4. Portable metal stairs should be evaluated for safe condition and all portable metal stairs should have rubber feet installed and maintained.
5. Specific controls should be developed and implemented for employees entering and cleaning the tar kettle, as it is a confined space.

Courthouse

1. The plumbing chases at the Huber jail cells should have DANGER Non-Permit Confined Space signs posted on each of the entry door.



Parks Department

1. Annual herbicide and pesticide training should be conducted and documented
2. A daily stretching program similar to the Highway Department's current program should be evaluated for implementation.
3. A facility evacuation plan should be developed and implemented.

Safety Recommendation Implementation:

To accomplish the above recommendations, the following suggestions are provided to expedite the process:

1. Assign the duties of County Safety Coordinator to one individual for planning, scheduling, coordination and follow-up.
2. Contact other county governments to request their safety programs, policies and procedures to use as templates for developing Jefferson County Safety Policies Programs and Procedures. Many safety forms have been already been developed by other Counties to document various safety programs and training. These forms also can be requested from other County governments. (NOTE: Washington County has extensive safety policies and programs that may help Jefferson County)

Additional Safety Support:

Network Safety Consultants is available to present the results of this safety audit to the Jefferson County Board for a fee of \$600.

Questions/Concerns:

Dave Valentine, CSP
Vice President
Network Safety Consultants, Inc.
Phone: (262)347-2674 Cell Phone: (708)280-5402
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Exchange Notices Required by October 1, 2013; However No Penalty for Not Providing

Client Alert

September 25, 2013

The Affordable Care Act requires that employers provide employees with notice (Notice) about the health care exchanges (the federal government also refers to these as "marketplaces"). Nevertheless, some confusion prevails about what is actually required.

Employers Subject to the Notice Requirement

The Notice must be provided by all employers to which the Fair Labor Standards Act (FLSA) applies. In general, the FLSA applies to employers that have one or more employees who are engaged in, or produce goods for, interstate commerce. For most companies, a test of not less than \$500,000 in annual dollar volume of business applies. However, the FLSA also specifically covers the following entities: hospitals; institutions primarily engaged in care of the sick, aged, mentally ill, or disabled who reside on the premises; schools for children who are mentally or physically disabled or gifted; preschools, elementary, and secondary schools and institutions of higher education; and federal, state and local government agencies. In addition, the FLSA will apply where an employee is engaged in interstate commerce, even if the activities do not rise to the requisite volume of business. Consequently, nearly all employers will be subject to the FLSA and, therefore, the Notice requirement.

Those who must receive the Notice are all employees of the employer, regardless of whether the employee is even eligible for the employer's health plan.

When Must the Notice Be Provided?

The Notice must be given to all current employees by October 1, 2013. Individuals who begin employment after October 1, 2013 must be given the Notice within 14 days of their hire date. The Notice can be distributed to employees by first class mail or electronically, provided that the employer can meet Employee Retirement Income Security Act's (ERISA) requirement for distribution of electronic notices (generally, this means that the employee has either consented to the electronic notice or utilizes a company computer as an essential function of their job).

What the Notice Must Include

Pursuant to the statute, the Notice must inform the employee of the existence of the health care exchange, describe the services the exchange provides, and how the employee can contact the exchange. In addition, the Notice must advise the employee that he or she may be eligible for a premium tax credit if the total allowed costs of benefits provided under the employer's plan is less than 60 percent of such costs, that an employee who purchases exchange coverage may lose the employer's contribution toward the cost of coverage and that the employee's payment for exchange coverage will be on an after-tax basis.

The Department of Labor (DOL) has provided a model Notice for employers who offer health insurance and one for employers who do not offer health insurance to employees. The model Notices can be found here. Both model Notices go beyond the scope of the information an employer is required to disclose pursuant to the Affordable Care Act.

Employees Seeking Exchange Coverage Will Need Employer Information

Starting in early October when the insurance exchanges are supposed to "turn on," employees seeking information about exchange coverage will need information about any coverage the employer offers. Employers are obligated by law to engage in that discussion and provide information. For example, a low income employee who is offered coverage by his employer may still be interested in seeing if alternative coverage is available from the insurance exchange that, when subsidized by tax credits, may be a better choice for the employee.

The model Notice for employers that offer coverage contains a Part B with boxes for the employer to check and lines to complete in which information about the employer's plan is provided. Still further information can be provided on an optional page. Depending upon the employer's circumstances, we have recommended edits to ease the administrative burden, to limit confusion by employees, to increase accuracy based on the employer's own circumstances, and other changes.

No Fine for Failing to Provide Exchange Notices

On September 11, 2013, the DOL announced it will not impose a penalty on employers who do not distribute the Notice. Nevertheless, we recommend that Notice be given. The media has publicized this obligation such that employees who expect to receive the Notice but do not, may inquire or complain. Furthermore, while no penalty is currently imposed, the Notice is "required" and future guidance is likely to presume it has been given. It is also possible that future guidance will be issued that does impose the penalty for future failures to provide it. We believe the better approach in most situations is to provide the Notice, modifying it if necessary based on the employer's own circumstances.

DENTAL INSURANCE. [cr. 12/09/08, ord. 2008-30; am. 12/13/11, ord. 2011-21; am. 12/13/11, ord. 2011-21]

- A. ~~Employees working half time (20 hours per week) or more may elect to purchase dental insurance under the County's group policies effective the first of the month following date of hire. Failure to so elect shall preclude coverage under the County's group policies at the employee's expense. Effective the first of the month following completion of a six month waiting period, the County will begin making contributions to family and single health and dental insurance. Any amount not covered by the County will be the responsibility of the employee, the amount to be determined annually by County Board Supervisors. [am. ord. 85-7, 6-11-85; am. ord. 2007-15, 7-10-07; am. 12/13/11, ord. 2011-21]~~
- B. ~~Current employees who make a change of hours to a status eligible for dental insurance (half time or more) may elect to purchase dental insurance under the County's group policies the first of the month following date of status change. Failure to so elect shall preclude coverage under the County's group policies at the employee's expense. Effective the first of the month following completion of a six month waiting period, the County will begin making contributions to family and single health and dental insurance. However, for each month of the preceding six months that the employee worked half time or more, the employee will receive "credit" towards the 6 month waiting period. Any amount not covered by the County will be the responsibility of the employee, the amount to be determined annually by County Board Supervisors. [am. ord. 2005-09, 6/21/05]~~
- C. ~~If an employee is hired or makes a status change on the first working day of the month, said month shall be considered the first month of the six month waiting period. [am. ord. 2007-15, 07/10/07; am. ord. 2008-30, 12/09/2008]~~
- D. Effective January 1, 2012, for eligible employees, the County will begin making contributions for family and single dental insurance for coverage effective the first of the month following completion of a 30-day waiting period. ~~For employees who are hired or have a status change prior to January 1, 2012, are currently in the existing six month waiting period, and have completed at least 30 days of that waiting period, the County will begin making contributions for coverage effective January 1, 2012 and the remaining waiting period will be waived. No other "credit" will be given towards the 30 day waiting period. Any premium amount not paid by the County will be the responsibility of the employee. The county contribution shall be determined at least annually by the County Board. Employee contributions will be deducted from paychecks in the month prior to the month of coverage. [cr. 12/13/11, ord. 2011-21]~~
- E. If an employee elects to cancel coverage or makes a change in family/single coverage in the middle of the month, employee contributions will be required as follows: [renumbered 12/13/11, ord. 2011-21]
1. If cancellation occurs on day 1 – 15 of the month, 50% of the employee contribution will be charged.
 2. If cancellation occurs on day 16 or later in the month, 100% of the employee contribution will be charged.
 3. If a change in family/single coverage occurs on day 1 – 15 of the month, employee contribution for the month will be charged at 100% according to the applicable change.
 4. If a change in family/single coverage occurs on day 16 or later in the month, no change in employee contribution will be charged until the following month. [am. ord. 2007-15, 07/10/07]
- F. Elected officials shall be provided the option of taking dental and life insurance effective at the beginning of the term on the same terms as available to non-represented employees, as such terms and required co-pays may change from time to time. [renumbered 12/13/11, ord. 2011-21]
- G. County Board members may elect coverage for dental insurance under the County's group policies effective on the first day of the calendar month following application, provided: (1) the employee applies within 30 days after the April organizational meeting or within 30 days of appointment; and (2) pays

100% of the required contribution to the Employer. Thereafter, such member may not enroll in either the health or dental program. [renumbered & am. 12/13/11, ord. 2011-21]

H. In order to maintain active dental coverage, an employee on a non-FMLA related leave of absence shall use accrued time according to current employment status. If the employee is receiving workers' compensation payments, the employee will only be required to substitute 20 hours of accrued time per week to maintain dental coverage as an active participant. [am. ord. 2007-15, 07/10/07; cr. 12/09/08, ord. 2008-30; am. 12/13/11, ord. 2011-21]

I. If upon termination of coverage the employee is eligible for COBRA coverage, the employee will be required to pay 102% of the full premium for dental coverage.

HR0630

DISABILITY INSURANCE. The County will offer eligible employees the opportunity to participate in a voluntary long term disability insurance plan. ~~Effective January 1, 2004, there will also be an option to purchase long term care insurance as an amendment to the LTD plan.~~ The full cost of participating in the long-term disability ~~or long-term care~~ plan will be paid for by the employee. The Human Resources Committee may approve vendor or plan changes when desirable.

HR0640

HEALTH INSURANCE. [am. 12/09/08, ord. 2008-30; am. 12/13/11, ord. 2011-21]

- A. Employees who actively participate in the Wisconsin Retirement System are eligible for the County's group health plan insurance.
- B. Effective January 1, 2009, the County switched carriers to the Wisconsin Public Employers' Group Health Insurance Plan. For eligible employees, the County will begin making contributions for family and single health insurance for coverage effective the first of the month following completion of a 30-day waiting period.
- C. For employees who are with half-time or more status and eligible for Wisconsin Retirement, the County agrees to pay up to one hundred five percent (105%) of the premium rate of the lowest cost qualified plan in Jefferson County for either single or family coverage through December 31, 2011. For Health coverage effective January 1, 2012, for employees with half time or more status (1200 hours or more for employees hired after July 1, 2011), the employer share (non-sworn personnel) shall be \$468.51 and \$1180.95 for monthly single and family plans, respectively and the employee shall pay the difference for the plan the employee selects. Thereafter, the County Board will at least annually establish the employer and employee-share of the health insurance premiums, within the parameters established by law. For employees who are with a less-than-half-time status and participates in eligible for Wisconsin Retirement, the County agrees to pay twenty-five percent (25%) of the lowest cost qualified Wisconsin Public Employers Group Health Insurance Plan (the State Plan) available in Jefferson County for either single or family coverage. If a regular part-time employee refuses to work when called in to work, except for a valid reason covered by law, and has not worked 1040 hours per year (1200 hours for employees hired after July 1, 2011), the Employer will pay only 25% of the lowest cost qualified plan for a period of time not to exceed three (3) months. Employee contributions will be deducted from paychecks in the month prior to the month of coverage. [am. ord. 2008-09, 5/13/08; am. ord. 2008-30, 12/09/2008; 12/13/11, ord. 2011-21]
- B. Employees eligible for Wisconsin Retirement and not receiving WRS annuity payments may elect to purchase health insurance under the State Health Plan effective the first day of the month which occurs on or after the date the application is received by the employer, as long as the application is received within 30 days of hire or status change. Failure to so elect shall preclude coverage under the County's group policies at the employee's expense. Effective the first of the month following completion of a six month waiting period, the County will begin making contributions to family and single health insurance, providing the application is received by the County prior to the date the employee is eligible for the employer contribution toward the premium. Any amount not paid by the County will be the responsibility of the employee, as determined annually by County Board Supervisors or in accordance with the applicable labor contract. [am. ord. 85 7, 6/11/85; am. ord. 2007 15, 7/10/07; am. ord 2008 30, 12/09/2008; 12/13/11, ord. 2011 21]
- C. Current employees who make a change of hours to either a status eligible for health insurance (become eligible for Wisconsin Retirement or are already WRS eligible but increase their hours to half time or more, or to 1200 hours or more annually if hired after July 1, 2011) may elect to purchase health insurance under the State Health Plan effective the first day of the month which occurs on or after the date the application is received by the County, as long as the application is received within 30 days of the status change. Failure to so elect shall preclude coverage under the County's group policies at the employee's expense. Effective the first of the month following completion of a six month waiting period, the County will begin making contributions for family and single health insurance provided the application is received by the County prior to the date the employee is eligible for the employer contribution toward the premium.

~~However, for each month of the preceding six months that the employee worked half time or more, the employee will receive "credit" towards the 6 month waiting period. Any amount not paid by the County will be the responsibility of the employee, as determined annually by County Board Supervisors or in accordance with the applicable labor contract. [am. ord. 2005-09, 6/21/05; am. ord. 2008-30, 12/09/2008, 12/13/11, ord. 2011-21]~~

- ~~D.~~ If an employee is hired or makes a status change on the first working day of the month, said month shall be considered the first month of the six month waiting period. [ord. 2007-15, 07/10/07; am. ord. 2008-30, 12/09/2008]
- ~~E.~~ Effective January 1, 2012, for eligible employees, the County will begin making contributions for family and single health insurance for coverage effective the first of the month following completion of a 30 day waiting period. For employees who are hired or have a status change prior to January 1, 2012, are currently in the existing six month waiting period, and have completed at least 30 days of that waiting period, the County will begin making contributions for coverage effective January 1, 2012 and the remaining waiting period will be waived. No other "credit" will be given towards the 30 day waiting period. [created 12/13/11, ord. 2011-21]
- FD. Employees who decline coverage may elect coverage during the open-enrollment period, with coverage effective January 1 of the succeeding year. The only exception is the occurrence of qualifying events creating special enrollment opportunities. [renumbered & am. 12/13/11, ord. 2011-21]
- GE. When both spouses are employed by the County and both are eligible for coverage, both employees may either elect single coverage OR one employee may elect family coverage. [renumbered 12/13/11, ord. 2011-21]
- HF. Effective January 1, 2012, when an employee terminates employment, health insurance coverage will be cancelled effective the last day of the month in which the employee terminates. [cr. 12/13/11, ord. 2011-21]
- IG. If an employee elects to make a change in family/single coverage in the middle of the month, employee contributions will be required as follows:
1. If a change in family/single coverage occurs on day 1 – 15 of the month due to marriage or birth/adoption of a child, employee contribution for the month will be charged at 100% according to the applicable change. [am. ord. 2008-30, 12/09/2008]
 2. If change in family/single coverage occurs on day 16 or later in the month due to marriage or birth/adoption of a child, no change in employee contribution will be charged until the following month. [am. ord. 2007-15, 07/10/07; am. ord. 2008-30, 12-09-2008]
 3. If a change is due to divorce and the divorced spouse was the sole dependent, the employee's single coverage is effective on the first of the month following divorce decree or notification. [am. ord. 2008-30, 12/09/2008; renumbered 12/13/11, ord. 2011-21]
- JH. An employee can voluntarily cancel coverage at any time by submitting an application to the County. The cancellation will be effective the last day of the month in which the employer receives the application or a later date as specified on the cancellation notice. Voluntary cancellation of coverage does not provide the employee and dependents an opportunity for continuation or conversion of the group coverage, and under no circumstances is a partial month's premium refunded. [am. ord. 2008-30, 12/09/2008; renumbered 12/13/11, ord. 2011-21]
- KI. Elected officials shall be provided the option of taking health insurance effective at the beginning of the term on the same terms as available to non-represented

employees, as such terms and required co-pays may change from time to time.
[renumbered 12/13/11, ord. 2011-21]

~~LJ.~~ In order to maintain active health coverage, an employee on a non-FMLA related leave of absence shall use accrued time according to current employment status. If the employee is receiving workers' compensation payments, the employee will only be required to substitute 20 hours of accrued time per week to maintain health coverage as an active participant. [am. ord. 2007-15, 07/10/07; 12/13/11, ord. 2011-21]

~~MK.~~ If upon termination of coverage the employee is eligible for COBRA coverage, the employee will be required to pay 102% of the full health insurance premium.

RESOLUTION NO. 2004-50

WHEREAS, Resolution No. 2003-94 adopted December 9, 2003, provided for continued health, dental and life insurance coverage for twelve months for county employees on active duty, subject to the employee paying the applicable contribution to premiums, and

WHEREAS, Resolution No. 2003-94 was to be reviewed within a year, and

WHEREAS, the Human Resources Committee has reviewed said resolution and proposes to extend the County's provision of health, dental and life insurance benefits from twelve months to eighteen months for employees on active duty,

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 2003-94 is hereby amended to provide that the County will pay the premium for the family health, dental and life insurance coverage for any county employee called up for active duty for eighteen months following notice of commencement of active service, subject to the employee paying the applicable contribution for each coverage.

Fiscal Note: This extension in 2004 is expected to cost approximately \$4,300. For 2005, the cost is approximately \$19,200. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.

AYES 27

NOES 1 (Hoelt)

ABSENT 2

Requested by
Human Resources Committee

10-12-04

RESOLUTION NO. 2004-51

WHEREAS, employees of Jefferson County earn vacation in one year to be used in the next year, and

WHEREAS, employees called up to active duty are not present to earn vacation for the year they return from active duty, and

WHEREAS, employees returning from active duty have no vacation available for as much as a year after their return, and

WHEREAS, the Human Resources Committee has considered this situation as it affects employees who are or recently were on active duty, and recommends that vacation be granted to those employees on military leave as of January 1, 2003, or thereafter, as if the active duty military leave was treated as hours worked for vacation accrual purposes,

NOW, THEREFORE, BE IT RESOLVED that retroactive to January 1, 2003, employees who were or are on military leave shall be given credit in the subsequent year for vacation they would have earned had they been working their regular work schedule.

BE IT FURTHER RESOLVED that vacation accrued pursuant to this resolution will not be paid out in cash if unused.

BE IT FURTHER RESOLVED that this policy shall remain in place until rescinded.

Fiscal Note: Approximately \$5,800 worth of vacation will be granted for 2004 and about \$5,100 worth of vacation for 2005 as the amounts that would have been earned in 2003 and 2004 respectively. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.

AYES ___25___

NOES ___3___ (Buchanan, Hoelt, Weiss)

ABSENT ___2___

Requested by
Human Resources Committee

10-12-04