

## **Agenda**

**Human Resources Committee  
Jefferson County Courthouse  
311 S Center Ave, Room 112  
Jefferson, WI 53549**

**January 21, 2014 @ 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 December 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 an 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 and to address remaining items
10. Monthly Financial Report
11. Report from Human Resources Director
  - a. Accrual Carryover Report
  - b. New hires starting above minimum
  - c. Vacant Position requests
  - d. Emergency Help requests
12. Discussion and possible action identifying status, pay and other possible criteria for the Medical Examiner position and office
13. Consideration of wages and benefits for the 2015-2019 term for the constitutional elected officials of:
  - a. Clerk of Courts
  - b. Sheriff
14. Recommendation to create a Pool of Interpreters
15. Discussion of Ordinance HR0690, Vacation with Pay, addressing issues with no carry over policy, including possibility for a short timeframe for carryover or changing the vacation plan year to February 1 through January 31

16. Discussion of Ordinance HR0490, Voluntary Vacation Donation, specifically continuation of benefits and deadline to donate
17. Discussion of Ordinance HR0645, Holidays, and consideration to provide 9-month seasonal employees 10 Floating holidays
18. Discussion of creating Ordinance HR0685, Uniform Allowance
19. Consideration of deleting Ordinances HR0625, Deferred Compensation, HR0630, Disability Insurance, HR0670, and Section 125b; amending HR0650, Life Insurance; and creating HR0695, Voluntary Benefits
20. Set next meeting date and agenda
21. Adjournment

**Next scheduled meeting: To be determined**

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  
December 17, 2013 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braugher.
2. Present: J. Braugher, J. Schroeder, P. Rogers, D. Schultz and G. David (in at 8:35am). Quorum established. Others Present: B. Wehmeier; T. Palm; J. Molinaro; P. Ristow; B. Lamers, S. Jensen, P. Theder, B. Frank, and Lydia Statz (Daily Union)
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed reserving the option to move Child Support and Coroner items to accommodate staff's time.
5. Citizen Comments. None.
6. Motion by P. Rogers, second by J. Schroeder, to approve the November 19, 2013 minutes. Motion carried 4:0.
7. Communications: None.
8. Motion by P. Rogers, second by D. Schultz, to recommend to County Board a resolution to create a full-time Enforcement Specialist position in Child Support. Motion carried 5:0. Discussion regarding continuation of position if funding isn't available. Due to probable continuing increase of workload in this area, difficult to make the determination if needed in 2 years if funding doesn't exist.
9. Review of Monthly Financial Report. It was noted that the Human Resources budget is under budget right now and nothing anticipated in the last few weeks to change this.
10. Discussion of the benefit of hiring a Medical Examiner verses a Coroner, primarily the control the County would have of the department. A Questionnaire form has been completed and sent to consultant for review; however, a recommendation has not been received yet regarding classification of position. Motion by P. Rogers, second by D. Schultz, to recommend the creation of a Medical Examiner position effective at the end of the current term of the Coroner, with details of status to be determined later. Motion carried 5:0.
11. Motion by D. Schultz, second by G. David, to recommend to County Board the reclassification of the Administrative Specialist I and Administrative Assistant I positions to two Marketing/Administrative Assistant II positions. Motion carried 5:0. It was noted that the Fair staff were involved in discussions and the Fair Committee was kept informed as well.

12. Motion by J. Schroeder, second by G. David, to recommend to County Board the elimination of a full-time, vacant Van Driver position and creation of two less-than-half-time Van Driver positions at Human Services. Motion carried 5:0.
13. Terri Palm, HR Director, provided an update on the joint endeavor with Walworth County regarding hiring a Safety Coordinator. Position has been reviewed and once a contract is in place between the Counties, recruitment can begin.
14. Discussion of the difficulty scheduling time off for new employees who start around the holidays and receive a floating holiday. Motion by P. Rogers, second by D. Schultz, to recommend to County Board an ordinance change to HR0645 to allow, with approval, the carryover of the floating holiday for new employees who are hired in November or December. Motion carried 5:0.
15. Written report provided by T. Palm regarding vacant position requests, emergency help requests, new hires starting above minimum and recent new and reclassification grade placement recommendations.
16. Motion by D. Schultz, second by P. Rogers, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations. All present responding "Aye", 5:0. Moved into closed session at 9:08am. Note: also present were J. Molinaro, P. Ristow, B. Wehmeier and T. Palm.
17. Motion by G. David, second by P. Rogers, to reconvene into open session. All present responding "Aye", 5:0. Moved into open session at 9:14am.
18. Next meeting scheduled for January 21, 2014, at 8:30am to include regular items, elected official salaries, and medical examiner update. Note: P. Rogers indicated she would not be available for the January meeting.
19. Motion by D. Schultz, second by G. David, to adjourn. Meeting adjourned at 9:16am.

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Human Resources Committee Secretary

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Date

Human Resources  
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Date Ran 12/20/2013  
Period 11  
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)	-	(44.00)	44.00	(48.00)	(48.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(4.17)	(14.48)	(45.83)	31.35	(50.00)	(35.52)	28.96%
451200	RECORDS & REPORTS	-	(4.17)	-	(45.83)	45.83	(50.00)	(50.00)	0.00%
<b>Totals</b>		-	(12.33)	(14.48)	(135.67)	121.19	(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	12,018.57	15,872.50	156,685.90	174,597.50	(17,911.60)	190,470.00	33,784.10	82.26%
511210	WAGES-REGULAR	-	427.90	-	4,706.93	(4,706.93)	5,134.83	5,134.83	0.00%
511240	WAGES-TEMPORARY	295.30	189.67	664.99	2,086.33	(1,421.34)	2,276.00	1,611.01	29.22%
511310	WAGES-SICK LEAVE	395.03	-	3,140.70	-	3,140.70	-	(3,140.70)	#DIV/0!
511320	WAGES-VACATION PAY	1,583.89	-	11,130.00	-	11,130.00	-	(11,130.00)	#DIV/0!
511330	WAGES-LONGEVITY PAY	350.00	29.08	350.00	319.92	30.08	349.00	(1.00)	100.29%
511340	WAGES-HOLIDAY PAY	1,515.20	-	6,009.35	-	6,009.35	-	(6,009.35)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	229.31	-	2,745.74	-	2,745.74	-	(2,745.74)	#DIV/0!
512141	SOCIAL SECURITY	1,219.74	1,229.73	13,083.06	13,527.08	(444.02)	14,756.81	1,673.75	88.66%
512142	RETIREMENT (EMPLOYER)	1,070.13	1,081.96	11,974.26	11,901.51	72.75	12,983.47	1,009.21	92.23%
512144	HEALTH INSURANCE	4,211.18	3,813.33	42,003.17	41,946.67	56.50	45,760.00	3,756.83	91.79%
512145	LIFE INSURANCE	9.73	8.50	97.21	93.50	3.71	102.00	4.79	95.30%
512173	DENTAL INSURANCE	243.00	243.00	2,649.20	2,673.00	(23.80)	2,916.00	266.80	90.85%
521218	ARBITRATOR	-	1,050.00	-	11,550.00	(11,550.00)	12,600.00	12,600.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	3,624.08	21,015.56	39,864.92	(18,849.36)	43,489.00	22,473.44	48.32%
521220	CONSULTANT	-	1,250.00	-	13,750.00	(13,750.00)	15,000.00	15,000.00	0.00%
521225	SECTION 125	340.80	542.50	4,332.38	5,967.50	(1,635.12)	6,510.00	2,177.62	66.55%
521226	ERGONOMICS	-	41.67	-	458.33	(458.33)	500.00	500.00	0.00%
521227	POSITION CLASSIFICATIONS	1,750.00	291.67	2,000.00	3,208.33	(1,208.33)	3,500.00	1,500.00	57.14%
521228	LABOR NEGOTIATIONS	6,018.95	-	9,190.85	-	9,190.85	-	(9,190.85)	#DIV/0!
521229	RECRUITMENT RELATED	9.95	812.50	769.47	8,937.50	(8,168.03)	9,750.00	8,980.53	7.89%
521296	COMPUTER SUPPORT	-	311.25	3,788.84	3,423.75	365.09	3,735.00	(53.84)	101.44%
531243	FURNITURE & FURNISHINGS	-	25.00	-	275.00	(275.00)	300.00	300.00	0.00%
531298	UNITED PARCEL SERVICE UPS	8.01	-	8.01	-	8.01	-	(8.01)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTWA	-	41.67	908.60	458.33	450.27	500.00	(408.60)	181.72%
531311	POSTAGE & BOX RENT	19.77	33.33	317.13	366.67	(49.54)	400.00	82.87	79.28%
531312	OFFICE SUPPLIES	15.32	115.00	582.53	1,265.00	(682.47)	1,380.00	797.47	42.21%
531313	PRINTING & DUPLICATING	169.82	58.33	1,057.19	641.67	415.52	700.00	(357.19)	151.03%
531314	SMALL ITEMS OF EQUIP	-	-	325.03	-	325.03	-	(325.03)	#DIV/0!

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Item #10

531323	SUBSCRIPT TAX,LAW & OTHER	-	219.58	2,598.70	2,415.42	183.28	2,635.00	36.30	98.62%
531324	MEMBERSHIP DUES	-	62.92	600.00	692.08	(92.08)	755.00	155.00	79.47%
532325	REGISTRATION	231.00	310.58	721.00	3,416.42	(2,695.42)	3,727.00	3,006.00	19.35%
532332	MILEAGE	1.07	112.50	727.54	1,237.50	(509.96)	1,350.00	622.46	53.89%
532334	COMMERCIAL TRAVEL	-	50.00	-	550.00	(550.00)	600.00	600.00	0.00%
532335	MEALS	-	78.67	102.50	865.33	(762.83)	944.00	841.50	10.86%
532336	LODGING	-	220.00	630.00	2,420.00	(1,790.00)	2,640.00	2,010.00	23.86%
532339	OTHER TRAVEL & TOLLS	-	-	5.25	-	5.25	-	(5.25)	#DIV/0!
532350	TRAINING MATERIALS	26.34	346.00	671.70	3,806.00	(3,134.30)	4,152.00	3,480.30	16.18%
533225	TELEPHONE & FAX	21.95	21.25	250.95	233.75	17.20	255.00	4.05	98.41%
535242	MAINTAIN MACHINERY & EQUIP	535.00	21.25	880.42	233.75	646.67	255.00	(625.42)	345.26%
571004	IP TELEPHONY ALLOCATION	29.80	30.17	327.80	331.83	(4.03)	362.00	34.20	90.55%
571005	DUPLICATING ALLOCATION	47.98	128.33	527.79	1,411.67	(883.88)	1,540.00	1,012.21	34.27%
571009	MIS PC GROUP ALLOCATION	563.35	458.17	6,179.45	5,039.83	1,139.62	5,498.00	(681.45)	112.39%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	188.50	191.17	2,073.50	2,102.83	(29.33)	2,294.00	220.50	90.39%
591519	OTHER INSURANCE	84.79	82.42	933.11	906.58	26.53	989.00	55.89	94.35%
594813	CAP OFC EQUIP	-	345.83	4,915.00	3,804.17	1,110.83	4,150.00	(765.00)	118.43%

Totals	34,248.48	33,771.51	316,973.88	371,486.60	(54,512.72)	405,258.11	88,284.23	78.22%
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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
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#DIV/0!

#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	34,248.48	33,759.18	316,959.40	371,350.93	(54,391.53)	405,110.11	88,150.71	78.24%
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**Report to Human Resources Committee  
January 21, 2014**

**Accrual Carryovers – 2013.**

**Vacation:** The Sheriff's employees covered by a union contract still have the ability to carryover 40 hours of vacation. There were 46 sworn deputies/detectives that requested to carryover a total of 1057.5 hours of vacation, compared to 1809.25 hours in 2012. Of the remaining employees throughout the County, 25 requested carryover of 376 hours of vacation, of which only 242.5 hours were approved. Many of these requests were due to vacations being cancelled by the County in December, 2013 for weather and other business related reasons. It is also worth noting that one request was for a specific personal reason. This request was approved but contingent that the vacation carried over could only be used for the specific reason stated. This compares to **8104 hours** of vacation carried over in 2012 for general employees.

**Holiday and Compensatory Time:** There were several other requests to carry over compensatory time (348 hours) and holiday time (22.25 hours) in 2013. Two-thirds of the compensatory time was due to a long-standing practice of allowing Intake workers at Human Service to substitute their hours with compensatory time when they receive "down time" pay at  $\frac{3}{4}$  of their normal rate of pay. The holiday hours were approved due to extra hours worked on, or during the week of, the holiday due to weather or other business related reasons. In 2012, 91 hours of holiday were carried over and approximately 375 hours of compensatory time.

**Donated Vacation:** In 2013, 111.5 hours of vacation were donated to the general pool, of which 42.5 hours were donated on December 30, 2013. In addition, employees donated a total of 200 hours of vacation to two employees who experienced catastrophic events in their lives and requested the assistance.

**Hiring above Minimum.** Approval was granted to rehire a former employee for a Child Protective Services ongoing Professional position at Human Services at Step 3, Grade 8, based upon her previous experience in this field and her knowledge of Jefferson County.

**Vacant Position requests authorized to fill.** The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the December Human Resources Committee meeting:

**Child Support**

- Enforcement Specialist I/II

**Clerk of Courts.**

- Administrative Assistant I in FCC

**Fair**

- Marketing/Administrative Assistant I
- Maintenance Worker, 1000 hours

**Health**

- Jail RN/LPN, pool

**Highway**

- Engineering Technician

**Human Resources**

- Safety Coordinator

**Human Services**

- Drivers, PT (2)
- Economic Support Specialist I/II

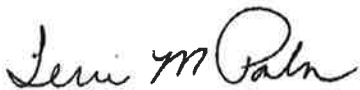
**Sheriff's Office**

- Custodians, PT (2)
- Communications Operator
- Deputy Sheriff

**Emergency Help Requests.** The following were emergency help requests approved since the December Human Resources Committee meeting:

- **Clerk of Courts.** Request for clerical assistance in FCC
- **UW-Extension.** Request for administrative/clerical assistance due to vacancy.

Respectively submitted,



Terri M Palm  
Human Resources Director



Home Bus Unit	Name	Salary wages 511110	Regular wages 511210	Temp wages 511240	On-Call pay 511290	FICA 512141	HEALTH 512144	DENTAL 512173	LIFE 512145	WRS-ER 512142	WRS-EE 512143	Regul Schec Hours	Total Cost Per position
	2501 THEDER	\$ 21,989.76	\$ -	\$ -	\$24,675.00	\$ 3,569.85	\$ 1,461.00	90	0	\$ -	\$ -	2080	\$ 68,846.61
	2501 Andersor	\$ -	\$ -	\$ -	\$7,500.00	\$ 573.75	\$ -	0	0	\$ -	\$ -	0	\$ 8,073.75
	2501 Andersor	\$ -	\$ -	\$ -	\$7,500.00	\$ 573.75	\$ -	0	0	\$ -	\$ -	0	\$ 8,073.75
	2501 Jay Depp	\$ -	\$ -	\$ -	\$2,625.00	\$ 200.81	\$ -	0	0	\$ -	\$ -	0	\$ 2,825.81
	2501 Wilson, T	\$ -	\$ -	\$ -	\$3,750.00	\$ 286.88	\$ -	0	0	\$ -	\$ -	0	\$ 4,036.88
<b>Totals</b>		<b>\$21,989.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,050.00</b>	<b>\$5,205.04</b>	<b>\$17,532.00</b>	<b>\$1,080.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$91,856.80</b>

\$75/per incident

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\$329.00  
 \$100.00  
 \$100.00  
 \$35.00  
 \$50.00  
 \$614.00

6

\$32,240

## Carlson Dettmann Consulting, LLC

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**MEMORANDUM**

**Date:** January 3, 2014  
**To:** Terri Palm, Human Resources Director  
**From:** Katie McCloskey, Senior Human Resources Consultant  
**Re:** Medical Examiner Position

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review for the new position of Medical Examiner. A Job Description Questionnaire (JDQ) dated December 2013 was submitted our review. The request is for a classification review of this newly created position and for a recommendation of placement on the Jefferson County non-represented pay schedule.

According to the JDQ, the position is a statutory position to conduct death investigations that occur as a result of incidents in Jefferson County. The position will respond to death calls, documents the death scene, examines deceased and circumstances of the death, performs the death scene investigations, determines cause and manner of death, determines need for autopsy, toxicology, x-ray, and need for detectives, crime lab, and District Attorney. The position administers death notifications and pronouncements and interviews witnesses, answers family questions and concerns over deceased individuals. Collects, maintains and disposes of evidence; obtains samples and specimens; maintains and sorts records and documents; maintains, sorts and reviews photographs; prepares presentations and slides. Arranges for performance of pathological or medical examinations and other tests, including autopsies, as individual situations warrant. An Associate degree in nursing, medical terminology, chemistry, biology, medicine, pre-med, paramedic, EMT, forensic science or Criminal Justice or closely related field and two years of medical investigative experience is required. The position has full supervisory responsibility for approximately four deputy Medical Examiners and is responsible for the Medical Examiners budget.

We reviewed the newly created JDQ and applied our point factor job evaluation system based on the information provided. It is our recommendation, based on our analysis and application of job points, the position of Medical Examiner, be placed at a **Grade 10 or 11** on the non-represented pay schedule. The position rated in at the top of a Grade 10.

In addition, per the County's request, we reviewed market data we had available in regard to Medical Examiners. Utilizing this data, we estimate the average pay for a Medical Examiner is approximately \$31.00 per hour. We estimate the average minimum of the pay range for this position is approximately \$29.00 per hour.

If you have any questions or would like to discuss my recommendation further, please do not hesitate to contact me at (608) 334-5285.

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Carlson Dettmann Consulting, LLC  
6907 University Avenue  
Middleton, WI 53562  
(608) 239-7991 (Charlie) (608) 334-5283 (Katie)  
Charles.carlson@carlsondettmann.com  
Katie.mccloskey@carlsondettmann.com

JEFFERSON COUNTY

RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT

Grade	Minimum					Control Point					Maximum
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
22	\$48.25	\$49.63	\$51.00	\$52.38	\$53.76	\$55.14	\$56.52	\$57.90	\$59.28	\$60.65	\$62.03
21	\$46.52	\$47.84	\$49.17	\$50.50	\$51.83	\$53.16	\$54.49	\$55.82	\$57.15	\$58.48	\$59.81
20	\$44.77	\$46.05	\$47.33	\$48.61	\$49.89	\$51.17	\$52.45	\$53.73	\$55.01	\$56.29	\$57.57
19	\$43.04	\$44.27	\$45.50	\$46.73	\$47.96	\$49.19	\$50.42	\$51.65	\$52.88	\$54.11	\$55.34
18	\$41.31	\$42.49	\$43.67	\$44.85	\$46.03	\$47.21	\$48.39	\$49.57	\$50.75	\$51.93	\$53.11
17	\$39.57	\$40.70	\$41.83	\$42.96	\$44.09	\$45.22	\$46.35	\$47.48	\$48.61	\$49.74	\$50.87
16	\$37.84	\$38.92	\$40.00	\$41.08	\$42.16	\$43.24	\$44.32	\$45.40	\$46.48	\$47.56	\$48.65
15	\$36.10	\$37.13	\$38.17	\$39.20	\$40.23	\$41.26	\$42.29	\$43.32	\$44.35	\$45.39	\$46.42
14	\$34.37	\$35.35	\$36.33	\$37.32	\$38.30	\$39.28	\$40.26	\$41.24	\$42.23	\$43.21	\$44.19
13	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	\$38.22	\$39.15	\$40.09	\$41.02	\$41.95
12	\$30.90	\$31.78	\$32.66	\$33.54	\$34.43	\$35.31	\$36.19	\$37.08	\$37.96	\$38.84	\$39.72
11	\$29.16	\$30.00	\$30.83	\$31.66	\$32.50	\$33.33	\$34.16	\$35.00	\$35.83	\$36.66	\$37.50
10	\$27.43	\$28.22	\$29.00	\$29.78	\$30.57	\$31.35	\$32.13	\$32.92	\$33.70	\$34.49	\$35.27
9	\$25.69	\$26.42	\$27.16	\$27.89	\$28.63	\$29.36	\$30.09	\$30.83	\$31.56	\$32.30	\$33.03
8	\$23.96	\$24.64	\$25.33	\$26.01	\$26.70	\$27.38	\$28.06	\$28.75	\$29.43	\$30.12	\$30.80
7	\$22.23	\$22.86	\$23.50	\$24.13	\$24.77	\$25.40	\$26.04	\$26.67	\$27.31	\$27.94	\$28.58
6	\$20.49	\$21.08	\$21.66	\$22.25	\$22.83	\$23.42	\$24.01	\$24.59	\$25.18	\$25.76	\$26.35
5	\$18.75	\$19.29	\$19.82	\$20.36	\$20.89	\$21.43	\$21.97	\$22.50	\$23.04	\$23.57	\$24.11
4	\$17.02	\$17.51	\$17.99	\$18.48	\$18.96	\$19.45	\$19.94	\$20.42	\$20.91	\$21.40	\$21.88
3	\$15.06	\$15.49	\$15.92	\$16.35	\$16.78	\$17.21	\$17.64	\$18.07	\$18.50	\$18.93	\$19.36
2	\$13.33	\$13.71	\$14.09	\$14.47	\$14.85	\$15.23	\$15.61	\$15.99	\$16.37	\$16.75	\$17.13
1	\$11.80	\$12.13	\$12.47	\$12.81	\$13.14	\$13.48	\$13.82	\$14.15	\$14.49	\$14.83	\$15.17
	1	2	3	4	5	6	7	8	9	10	11

Control Points (Step 6s) for Grades 4 through 22 have been derived from the median market regression line of best fit, and trended forward 1%, to be effective January 2013.

The Control Points (Step 6s) for Grade 1, 2, and 3 have been created by maintaining consistent midpoint progressions between grades.

All step amounts have been rounded to the nearest penny.

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**Date:** March 11, 2013

**To:** Terri Palm, Human Resources Director

**From:** Katie McCloskey, Human Resource Consultant

**Re:** Recommendations of Grade Placement for Elected Officials in Jefferson County

As part of the 2012 Compensation Study, Carlson Dettmann Consulting was asked for our recommendation on where the elective offices of Clerk of Circuit Court, County Clerk, County Treasurer, Register of Deeds and Sheriff would be placed on Jefferson County's approved salary structure if the respective elected positions were eligible to be included in that compensation plan. It is understood that it would be impractical for the salaries for these elective positions to be included in that compensation plan due to the fact that, in accordance with §59.22 (1)(a)1., Wis. Stats., the salaries must be established by the County Board before the earliest time for filing nomination papers for these offices for the ensuing term, and also that "a county board may not adopt a step-salary plan for elective offices related to experience of the officeholder as compensation is for the office, not the officer, and the officer is entitled to the compensation as an incident of the office." (61 Atty. Gen. 165, 403.) The County has advised us that the recommendation we are being asked to provide will be one of various considerations used by the Human Resource Committee when it makes a recommendation to the County Board regarding the salaries for these elective offices.

It is our recommendation that, if the elected officials were legally allowed to be placed on the approved 2013 structure, which as explained above they cannot, they would be placed in the following grades:

- Sheriff-Grade 16
- Clerk of Courts-Grade 12
- County Clerk-Grade 12
- County Treasurer-Grade 10
- Register of Deeds-Grade 10

Please let me know if you have questions or concerns.

Cc: Charlie Carlson

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Katie.mccloskey@carlsondettmann.com

County	Census Data 2012 Estimate	Clerk of Courts	Sheriff
		2014 Salary	2014 Salary
Adams	20,679	\$58,470.69	\$75,373.79
Ashland	15,992	\$46,647.25	\$56,151.00
Barron	45,733	\$59,061.00	\$72,855.00
Bayfield	15,099	\$54,985.00	\$62,256.00
Brown	253,032	\$67,700.00	\$91,000.00
Buffalo	13,333	\$52,843.26	\$64,595.51
Burnett	15,382	\$52,793.00	\$66,158.00
✓ Calumet	49,634	\$60,011.00	\$82,782.00
✓ Chippewa	62,922	\$65,749.52	\$77,739.61
Clark	34,435	\$55,117.93	\$66,661.48
✓ Columbia	56,639	\$70,218.72	\$82,291.04
Crawford	16,560	\$53,059.00	\$61,522.00
Dane	503,523	\$94,267.00	\$131,309.00
✓ Dodge	88,415	\$64,349.00	\$83,982.00
Door	27,817	\$64,089.00	\$84,546.00
Douglas	43,785	\$60,090.35	\$75,797.96
Dunn	44,072	\$60,666.00	\$84,628.00
✓ Eau Claire	100,677	\$63,101.30	\$64,363.33
Florence	4,482	\$38,012.23	\$45,935.16
✓ Fond du Lac	101,843	\$72,215.45	\$73,659.76
Forest	9,206	\$41,572.70	\$42,404.15
Grant	51,087	\$53,615.00	\$65,518.00
Green	36,909	\$54,753.93	\$74,298.14
Green Lake	19,039	\$61,510.12	\$74,795.72
Iowa	23,807	\$51,529.00	\$65,264.00
Iron	5,934	\$47,891.00	\$58,876.00
Jackson	20,485	\$54,968.00	\$66,303.00
Jefferson	84,498	\$62,774.40	\$81,369.60
Juneau	26,631	\$55,711.00	\$56,211.00
Kenosha	167,936	\$79,839.00	\$96,991.00
Kewaunee	20,624	\$58,028.00	\$72,712.00
✓ La Crosse	116,461	\$72,539.00	\$100,688.00
Lafayette	16,853	\$45,759.00	\$46,674.00
Langlade	19,646	\$55,000.00	\$70,000.00
Lincoln	28,392	\$58,442.00	\$66,988.00
✓ Manitowoc	80,671	\$63,441.00	\$87,674.00
Marathon	134,735	\$76,876.00	\$97,843.00
Marinette	41,563	\$60,589.00	\$75,757.00

Marquette	15,205	\$54,392.46	\$76,422.05
Menominee	4,340	\$41,437.37	\$46,963.39
Milwaukee	955,205	No response	No response
Monroe	45,100	\$47,482.00	\$47,482.00
Oconto	37,442	\$56,087.00	\$76,466.00
Oneida	35,714	\$60,747.66	\$61,962.61
Outagamie	178,816	\$75,444.00	\$93,932.00
○ Ozaukee	86,823	\$74,657.54	\$76,262.67
Pepin	7,390	\$48,251.00	\$63,000.00
Pierce	40,814	\$58,124.00	\$75,275.00
Polk	43,610	\$55,146.75	\$83,423.00
✓ Portage	70,433	\$64,365.11	\$79,267.86
Price	13,869	\$46,717.00	\$60,000.00
Racine	194,797	\$77,358.00	\$77,358.00
Richland	17,818	\$52,858.00	\$54,179.45
✓ Rock	160,418	\$67,886.02	\$93,826.48
Rusk	14,316	\$47,651.00	\$61,623.00
○ St. Croix	85,242	\$63,786.38	\$64,743.18
✓ Sauk	62,597	\$62,932.00	\$62,932.00
Sawyer	16,581	\$50,195.60	\$66,838.00
Shawano	41,607	\$54,253.20	\$55,202.63
✓ Sheboygan	115,009	\$67,370.41	\$92,940.63
Taylor	20,486	\$52,068.00	\$77,527.00
Trempealeau	29,297	\$59,242.31	\$77,272.58
Vernon	30,260	\$52,151.00	\$67,364.00
Vilas	21,338	\$49,293.00	\$66,933.00
✓ Walworth	102,851	\$74,871.98	\$100,051.74
Washburn	15,826	\$51,312.32	\$62,335.92
✓ Washington	132,661	\$70,375.32	\$89,154.20
Waukesha	392,292	\$76,961.00	\$78,115.00
Waupaca	52,131	\$64,915.92	\$83,582.64
Waushara	24,461	\$59,351.00	\$79,948.00
Winnebago	168,794	\$65,981.00	\$96,563.00
○ Wood	74,424	\$65,447.20	\$95,659.20

Elected Official Salary recommendations

Item #13

	2014	2015	2016	2017	2018	4-yr total
Sheriff, plan a	\$81,369.60	\$ 83,200.00	\$85,446.40	\$87,692.80	\$89,939.20	\$346,278.40
	\$39.12	step 3	step 4	step 5	midpoint	
		2.25%	2.700%	2.629%	2.562%	
Sheriff, plan b	\$81,369.60	\$ 89,939.20	\$89,939.20	\$89,939.20	\$89,939.20	\$359,756.80
	\$39.12	midpoint	midpoint	midpoint	midpoint	
		10.53%	0.000%	0.000%	0.000%	

	2014	2015	2016	2017	2018	4-yr total
Clerk of Courts, plan a	\$62,774.40	\$ 67,932.80	\$69,763.20	\$71,614.40	\$73,444.80	\$282,755.20
	\$30.18	step 3	step 4	step 5	midpoint	
		8.22%	2.694%	2.654%	2.556%	
Clerk of Courts, plan b	\$62,774.40	\$ 73,444.80	\$73,444.80	\$73,444.80	\$73,444.80	\$293,779.20
	\$30.18	midpoint	midpoint	midpoint	midpoint	
		17.00%	0.000%	0.000%	0.000%	
Clerk of Courts, plan c	\$62,774.40	\$ 64,272.00	\$66,102.40	\$67,932.80	\$69,763.20	\$268,070.40
	\$30.18	step 1	step 2	step 3	step 4	
		2.39%	2.848%	2.769%	2.694%	
Clerk of Courts, plan c	\$62,774.40	\$ 66,102.40	\$69,763.20	\$71,614.40	\$73,444.80	\$280,924.80
	\$30.18	step 2	step 4	step 5	midpoint	
		5.30%	5.538%	2.654%	2.556%	

	clerk of ct	sheriff
calumet	\$60,011.00	\$ 82,782.00
chippewa	\$65,749.52	\$ 77,739.61
columbia	\$70,218.72	\$ 82,291.04
dodge	\$64,349.00	\$ 83,982.00
equ claire	\$63,101.30	\$ 64,363.33
fond du lac	\$72,215.45	\$ 73,659.76
lacrosse	\$72,539.00	\$ 100,688.00
manitowoc	\$63,441.00	\$ 87,674.00
portage	\$64,365.11	\$ 79,267.86
rock	\$67,886.02	\$ 93,826.48
sauk	\$62,932.00	\$ 62,932.00
sheboygan	\$67,370.41	\$ 92,940.63
walwroth	\$74,871.98	\$ 100,051.74
washington	\$70,375.32	\$ 89,154.20
wood	\$65,447.20	\$ 95,659.20
ozaukee	\$74,657.54	\$ 76,262.67
st croix	\$63,786.38	\$ 64,743.18
average all	\$67,253.94	\$ 82,824.57
average CDA	\$67,101.85	\$ 83,668.05

## Carlson Dettmann Consulting, LLC

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### MEMORANDUM

**Date:** July 3, 2013  
**To:** Terri Palm, Human Resources Director  
**From:** Katie McCloskey, Senior Human Resources Consultant  
**Re:** Interpreter

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review for the Interpreter position. A job description questionnaire (JDQ) dated August 17, 2012 was submitted for our review. The request is for a recommendation for a classification evaluation and recommendation for appropriate placement onto the County's non-represented pay scale. Currently the position is paid as an independent contractor position.

The Interpreter position would require two to three years of education beyond high school and a minimum of two to three years of experience speaking, interacting, and interpreting languages. The position requires extreme attention to detail, social perceptiveness, the ability to use logic and reasoning and the ability to explain accurately and thoroughly when interpreting another language. Travel is required throughout the County.

A thorough review of the position's responsibilities listed on the JDQ was conducted and we applied our point factor job evaluation system. It is our recommendation that the position of Interpreter should be placed in a **Grade 5** on the non-represented pay scale if the County elects to bring the position onto the County's pay structure.

Please do not hesitate to call me at the number listed below if you have any further questions.

---

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Katie.mccloskey@carlsondettmann.com



**Jefferson County  
Job Description Questionnaire (JDQ)**

This is an electronic format. The cells will expand as you type.

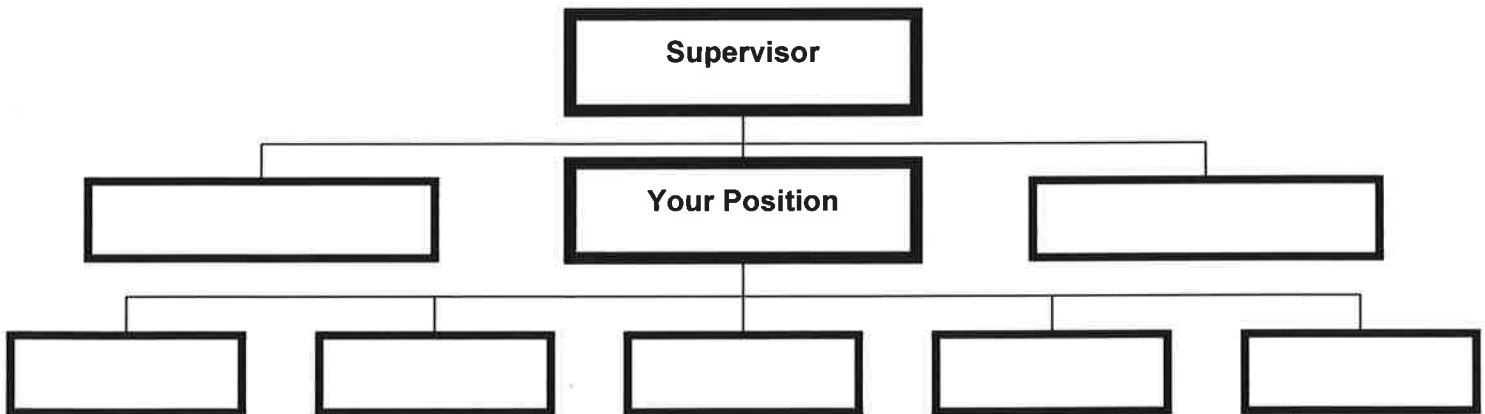
<b>Name:</b> New (Contract vs employee)	<b>Date:</b> August 17, 2012
<b>Title:</b> Interpreter	<b>Department:</b> Various
<b>Work Location:</b> Varies	<b>Phone:</b>
<b>Immediate Supervisor:</b> Varies Terri M Palm, for study	<b>Supervisor's Title:</b> Varies HR Director

<b>TIME EMPLOYED IN CURRENT JOB TITLE:</b> in years and months	
<b>TIME EMPLOYED IN CURRENT DEPARTMENT:</b> in years and months	
<b>TOTAL EMPLOYMENT WITH YOUR ORGANIZATION:</b> in years and months	
<b>WORK HOURS (Start/Finish):</b> varies	
<b>FULL TIME:</b>	<b>REGULAR PART-TIME (%):</b>
<b>OTHER</b>	

**OUTLINE OF ORGANIZATION CHART**

**COMPLETE THE FOLLOWING SECTION OR ATTACH AT END OF DOCUMENT.**

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the same information.)



**I. POSITION SUMMARY**  
 Briefly state why your position exists and what you consider its most important impact on the organization.

To facilitate effective communication by converting spoken or sign language statements from one language to another between clients in conferences, formal meetings, product launches, court proceedings, arbitration hearings, medical appointments, community events or even via telephone, web communication tools and other methods when the interpreter is not in the same room as the speakers.

<b>II. ESSENTIAL ACCOUNTABILITIES</b>		
Please identify the essential accountabilities of your position, which should be the most important responsibilities of the job. Then explain how the outcomes could be measured. Indicate the approximate percentage of time spent annually on those activities.		
<b>% of Time Spent</b>	<b>ESSENTIAL ACCOUNTABILITIES</b>	<b>HOW OUTCOMES COULD BE MEASURED</b>
85%	<b>Translates spoken passages (or sign) from one language into another by: Provides consecutive or simultaneous translation between languages.</b>	Both parties understand each other (directives followed correctly, pertinent questions asked that would demonstrate the individual knows what is being asked)
• 50%	• Performs consecutive interpreting: listens to complete statements in one language, translates to second, and translates responses from second into first language	
• 20%	• Performs simultaneous interpreting: renders oral translation of material at time it is being spoken, usually hearing material over electronic audio system and broadcasting translation to listeners.	
• 5%	• Receives briefing on subject discussed prior to interpreting session.	Appropriate questions asked to prompt additional information
• 15%	• Checks original texts or talking with authors to make sure that the translations are correct and have the meaning and feeling of the original.	Everyone understands. No questions or ambiguity.
• 25%	• Adapts translations to certain grade levels, proofread, edit and revise translated material, and identify and resolve conflicts related to the meanings of words, practices, concepts or behaviors.	Everyone understands. No questions or ambiguity.
	Speaks publically before a variety of situations: <ul style="list-style-type: none"> <li>• Large conferences/formal meetings</li> <li>• Criminal justice proceedings, including police and probation service interviews, court hearings, arbitration hearings</li> <li>• Community-based events and assignments within the education, health and Human Services sectors</li> </ul>	
	Interprets in various ways, including in person, by telephone, or via video conferencing or other internet-based technology	
100%	Works under a professional code of ethics covering confidentiality and impartiality	No complaints/charges of breaches
15%	<b>Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents</b>	Directions are followed correctly; no errors

<b>III. FORMAL PREPARATION / EXPERIENCE</b>
Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for position.
<b>1. Formal preparation/education (or equivalent) necessary to qualify for the position.</b> High school diploma or equivalent and 2 – 3 years further education that would assist in refining communication and writing skills, as well as the bilingual languages.
<b>2. Relevant experience required to qualify for the position (number of years of relevant experience needed)</b> Proficient in the English language and at least one other foreign language/sign language, obtained by years of speaking and interacting in the languages.

<p><b>3. Note any other training/certifications, etc. which is needed for the position</b>                  Possession of a valid certificate as a "Certified Court Interpreter" issued by the Director of State Courts Office of Wisconsin.</p>
<p><b>4. Please indicate additional education, experience or training that is <i>desired</i> for the position.</b>                  Excellent public speaking and communication skills, analytical skills and time management skills. He/she must be also extremely detail-oriented, observant and accurate. Interpreters must also possess good memory, social perceptiveness, logic and reasoning.</p>
<p><b>5. Please indicate your education, experience, etc. that you have.</b></p>

IV. JUDGEMENTS MADE		
Please identify what you believe are the most important judgment you make in performing jobs.		
EXAMPLES OF JUDGEMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGEMENTS	WHAT IS THE IMPACT OF THESE JUDGEMENTS
Expresses either approximate or exact translation, depending on nature of occasion.	Judge, client, social worker	Inaccurate court records; misunderstanding between client
Translating a slang term from one language to another which may not have a similar word	Client, interpreter	Misinterpretation

V. PROBLEM SOLVING	
Please identify the typical types of problems you solve on a regular basis in performing your job. Also include information on who else may be involved in helping with problem resolution.	
TYPE/EXAMPLE OF PROBLEMS YOU SOLVE	INDIVIDUALS INVOLVED IN SOLVING PROBLEM
Analyzing sentences expressed in one language and explaining them using another language	Other interpreter; reference material
building up specialist vocabulary banks;	No one
assimilating speakers' words quickly, including jargon and acronyms;	No one
Forgetting a piece of a sentence during translation	No one
Dealing with a sensitive issue (child abuse) and remaining objective	Supervisor/Judge/Self

VI. SUPERVISION / MANAGEMENT	
Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".	
Responsibility for others: N/A	
a.	Number of People:
b.	Their Position Titles:
c.	Which, if any, of the following do you perform?:
1.	Directly Supervise?
2.	Train / Instruct?

3.	Give Work Direction?
4.	Do Project Management?
5.	Conduct Performance Reviews?
6.	Discipline?
7.	Hire?
d. Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:	

VII. WORK RELATIONSHIPS	
Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.	
Typical Work Relationships	Purpose of Relationship
Co-workers	Ensuring they understand the client's intentions
Clients	Providing interpretation so they receive equal/fair services
Other Interpreters	Net-working
Judges	Providing the client's testimony
Attorneys	Providing the client's testimony
Social Workers	Providing the client's testimony
Nurses	Providing the client's testimony
Family members	Providing the client's testimony

VIII. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS		
% Inside (sheltered) 100%	% Noise	% Travel Required 20%
& Outside Work	% Fumes, Odor	% Temperature extremes
% Hazards	% Other (note)	
Are there any unusual requirements for your position? (Y/N)		
If yes, please explain:		

IX. UNUSUAL / UNIQUE MENTAL REQUIREMENTS
Does your position require any unusual or unique mental requirements?
Dealing with sensitive issues that you can't let your personal feelings interfere. May need to assist someone that you would rather see locked up and the key thrown away, or you may feel the person is lying, but you can only give strict interpretation.

X. ADDITIONAL DATA/NOTABLE INFORMATION
Please identify any other information, which would help someone else understand your position more clearly:

XI. SUPERVISOR'S REMARKS

## HR0690 VACATION WITH PAY.

- A. Vacation week means that number of days customarily worked by an employee in the service of the County in a normal 7-day week. Vacation day means that number of hours customarily worked by an employee in the service of the County in a normal 24-hour day. Notwithstanding the foregoing, department heads may require part-time employees to take vacation days in blocks of 5 [am. ord. 85-7, 6/11/85]
- B. Vacation eligibility shall be determined on the basis of length of continuous service of each employee as of January 1 of each calendar year. Eligible employees shall be entitled to paid annual vacation leave as follows:
1. Employees with less than 6 years of service shall earn vacation at the rate of 5/6ths of a day per month or major fraction thereof for each month of service. 12 months shall equal 2 vacation weeks. [am. ord. 2006-30, 03/13/07]
  2. Employees with more than 6 years of service but less than 13 years of service shall earn vacation at the rate of 5/4ths of a day per month or major fraction thereof for each month of service. 12 months shall equal 3 vacation weeks. [am. ord. 2006-30, 03/13/07]
  3. Employees with more than 13 years of service but less than 19 years of service shall earn vacation at the rate of 5/3rds of a day per month or major fraction thereof for each month of service. 12 months shall equal 4 vacation weeks. [am. ord. 2006-30, 03/13/07]
  4. Employees with more than 19 years of service shall earn vacation at the rate of 2-1/12 days per month or major fraction thereof for each month of service. 12 months shall equal 5 vacation weeks. [cr. ord. 85-7, 6/11/85; am. ord. 2006-30, 03/13/07]
- C. Upon recommendation of the County Administrator or Human Resources Director, the Human Resources Committee may approve starting a new employee at an earning rate other than two-weeks per year, not to exceed three-weeks per year, by crediting the employee with the appropriate number of years of service for vacation purposes only. [am. ord. 2012-26, 2/12/2013]
- D. Under rare and/or catastrophic circumstances, employees who have completed their qualifying period may borrow against *next* year's vacation already accrued with approval of the department head, Human Resources Director and County Administrator. [am. 12/13/11, ord. 2011-21]
- E. Department heads shall have full responsibility and discretion for setting vacation periods for all employees under their supervision during the calendar year. In doing so the department head shall be guided by the good of the County service and orderly conduct of the work and functions of each particular department. Department Heads shall monitor accrual balances to ensure that each employee has a reasonable opportunity to use accrued vacation. [renumbered 12/13/11, ord. 2011-21; am. ord 2012-26, 02/12/2013]
- F. All employees shall be encouraged to make use of earned vacation time in accordance with the provisions of this ordinance. Any employee who is given a reasonable opportunity to take earned vacation and who does not do so shall be deemed to have waived said vacation and shall not be entitled to compensation thereof. An employee may, with department head, Human Resources Director and County Administrator approval, carry over a maximum of 40 hours vacation time which shall be used by December 31 of the succeeding year, or be forfeited. Requests to carry over vacation must be made to the Human Resources Department no later than December 15, and include the maximum number of hours to carry over and the reason(s) the employee was unable to use the accrued vacation time. The Administration and Rules Committee shall decide any request made by the County Administrator. [am. ord. 2005-43, 02/14/06; am. ord. 2007-50, 03/11/08; renumbered 12/13/11, ord. 2011-21; am. ord 2012-26. 02/12/2013]
- G. Employees who have 4 hours or less in their vacation bank on December 31 shall be able to carry over this time to be used by January 15 or be forfeited.
- G.H. Hours in excess of 40 may be considered for carry over only for employees whose vacation was cancelled by the County during the month of December. If this occurs, a written request shall be made by the employee, approved by the department head, and submitted to Human Resources no later than January 5 of

## Item #15

the succeeding year. The County Administrator shall consider all requests and if approved, will determine when the vacation shall be used by, or forfeited.

H.I. A report summarizing approved requests shall be made to the Human Resources Committee.

H.J. Any employee who has exhausted earned sick leave credits shall be entitled to use earned vacation and compensatory time for sick leave with written permission from the employee only. [renumbered 12/13/11, ord. 2011-21]

HR0490

**VOLUNTARY VACATION DONATION.** Under the Voluntary Vacation Donation program, a Vacation Leave Bank is available to provide additional paid days for employees who have exhausted all accumulated sick, vacation, random, compensatory time and banked holidays and who are, or who have a member of their immediate family who is, experiencing a life-threatening or catastrophic illness or injury or the employee is experiencing some other catastrophic life event. Immediate family member is defined, for this purpose, according to FMLA regulations. Donation and Recipient requests can be made through the Human Resources Department. [am. 08/14/12/, ord. 2012-11]

A. Donation Procedure:

An employee may voluntarily transfer accrued vacation time to either a general pool, to be used by any qualifying County employee, or to a designated pool, to be used by a designated employee who has made known his or her request. Any hours donated for a designated employee, but not used, shall roll-over to the general pool. On an annual basis, the maximum amount of leave an employee may contribute is five (5) vacation days. [am. 08/14/12/, ord. 2012-11]

In order to establish participation in the pool the donating employee must have accrued enough leave days in order to retain a minimum balance of five (5) days for personal use. [am. 08/14/12/, ord. 2012-11]

Any employee who wishes to transfer vacation days must sign a statement indicating the number of days to be transferred and if the donated hours should be added to the general pool or donated to a designated employee. No transfer of funds will occur, but the contributing employee's leave balance will be reduced by the number of days contributed. The donation of vacation hours will be irrevocable [am. 08/14/12/, ord. 2012-11]

Donations are not tax deductible, and donor identity will remain strictly confidential, unless otherwise authorized by the donor. [am. 08/14/12/, ord. 2012-11]

B. Recipient Eligibility Criteria:

To be eligible to receive leave from the pool, an employee must be experiencing a catastrophic illness or injury, (either the employee or an immediate family member), or other catastrophic life event, which is expected to continue following exhaustion of all accrued sick, vacation, random, compensatory time and banked holidays. Employees will not be eligible if receiving workers compensation or any other disability payments, such as Wisconsin Retirement. [am. 08/14/12/, ord. 2012-11]

The employee or a designee may apply for pool leave at least five (5) days before exhausting all accrued balances. A request form must be completed, and submitted to the County Human Resources Director, with justification (physician's statement) for the request and the estimated number of days needed from the pool. The physician's statement must include the beginning date of the condition, a description of the illness or injury, and a prognosis for recovery. The Genetic Information

## Item #16

Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. Jefferson County will comply with this law by informing healthcare providers responding to requests for medical information to not provide genetic information. Genetic information, as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. [am. 02/08/11, ord. 2010-25; am. 08/14/12/, ord. 2012-11]

The employee must have been employed at a status with benefits for a minimum of six months. An employee may apply for donated vacation leave only once per calendar year and only from either the general pool or from designated donations.

- The maximum number of hours an employee may receive from the general pool is one-third of the balance in the pool.
- Any hours not used from either the general or a designated pool will be returned back to the **general** pool only.
- In any pay period, recipients may use donated hours only up to their normal scheduled hours of work. [am. 08/14/12/, ord. 2012-11]

Employees who use leave from the pool are not required to pay it back. Any balance of days approved but not required for the illness will remain the property of the general vacation leave pool. The estate of a deceased employee is not entitled to payment for unused pool leave and any balance will also remain the property of the vacation leave pool. [am. 08/14/12/, ord. 2012-11]

### C. Administrative Issues:

Participation in the program, for donors and recipients, is entirely voluntary and will remain strictly confidential. If an employee applies to be a designated recipient, the Human Resources Director will notify all County employees via the County email system of the employee's name, the amount of hours requested and any information the employee desires to publicly share. [am. 08/14/12/, ord. 2012-11]

A life-threatening or catastrophic injury or illness is a serious debilitating illness or injury which incapacitates the employee, or a member of the employee's immediate family, and which creates a financial hardship because the employee has exhausted all eligible leave. A catastrophic life-event is an occurrence that causes detrimental life-changing consequences to the employee's emotional, physical or mental state of health. Employees who need to work a reduced schedule because of a catastrophic injury, illness or life-event will be granted donations on an individual basis, taking into consideration a number of factors such as the prognosis of the condition, the expected duration of the condition, the



ability of the employee to continue to accrue sick and vacation time, the ability to maintain health insurance benefits, and any other factor that may contribute to creating an undue hardship for the employee. [am. 08/14/12/, ord. 2012-11]

All accepted requests are contingent on the approval of the leave itself by the employee's supervisor, unless leave is otherwise mandated by state and/or federal law.

On a case-by-case basis, the County Human Resources Director is responsible for verifying medical and other documentation, reviewing eligibility requirements, approving and processing donations, confirming employee acceptance of donations and transferring credits within five (5) working days after written receipt of the application. The amount, if any, of general and designated pool leave granted for each catastrophic illness or injury will be determined by the County Human Resources Director. [am. 08/14/12/, ord. 2012-11]

An employee may appeal the County Human Resources Director's determination to the Human Resources Committee. The Human Resources Committee's decision is final. Application for leave is acceptance of the terms of this policy. [am. 08/14/12/, ord. 2012-11]

The Human Resources Committee is authorized to make administrative changes as necessary to successfully administer this policy. [am 08/09/05, Ord. 2005-13]

HR0645

**HOLIDAYS.** [am. 12/13/11, ord. 2011-21]

A. All eligible employees shall be allowed the following days with pay, pro-rated for eligible part-time employees, working at least half-time: [am. 12/13/11, ord. 2011-21]

New Year's Day	Floating Holiday
Spring Holiday, as determined annually	Thanksgiving Day
By the <del>Human Resources Committee</del> <u>the County Administrator and Human</u>	

Resources Director

The day after Thanksgiving	
Memorial Day	December 24
Independence Day	Christmas Day
Labor Day	

B. Nonrepresented Sheriff's Department staff shall follow their respective union contract schedule. [am. 12/13/11, ord. 2011-21]

C. In lieu of the paid holidays above, Communications Operators and Cooks in the Sheriff's Department, 9-month Seasonal Maintenance Workers in the Parks Department, and Intake/On-call Workers, Group Home Workers and the Lueder Haus Supervisor at Human Services, shall receive ten (10) floating holidays each year. Such days are to be taken at the discretion of the employee subject to the approval of the supervisor. Such employees shall work if scheduled on any day otherwise observed as a holiday by other County employees without additional compensation. Employees who have not used all of their holidays shall have them automatically paid out, on the first pay period in January at the previous year's rate in effect on December 31st. Holidays may be carried over into the new year upon approval of the County Administrator, used by March 1 or be forfeited. [cr. 12/13/11, ord. 2011-21]

D. When a paid holiday falls on Saturday, the next preceding Friday shall become the paid holiday. When a paid holiday falls on Sunday, the next following Monday shall become the paid holiday. When December 24 is on Friday, the December 25 holiday shall be December 27. When December 24 is on Sunday, the holiday shall be December 26. [renumbered 12/13/11, ord. 2011-21]

E. When an employee is required to work on a designated holiday or works extra hours during the week of a designated holiday, holiday hours which would be compensated in accordance with policy so as to exceed a total of 40 hours for the week may be banked for the employee's use at a mutually agreeable time. This section does not apply to exempt employees receiving random hours. [am. ord. 85-10, 7/9/85; ord. 2002-33, 3/11/03; ord. 2010-29, 3/14/11, renumbered 12/13/11, ord. 2011-21]

F. Except as provided in HR0645 (C), unused holidays cannot be carried over from one year to the next. Unused holidays shall be deemed waived. An exception will be considered for new employees hired in November or December who can demonstrate that they did not have a reasonable opportunity to use the floating holiday. These employees may request carryover with approval by the department head, Human Resources Director and County Administrator. Also, in exceptional circumstances, such as when December 24 or December 25 are the holidays affected by the emergency, the County Administrator may allow an employee to carry the unused holiday time into the next ensuing year. Such holiday time shall be used by March 1 of the succeeding year. A report summarizing approved requests shall be made to the Human Resources Committee [am ord. 2002-33, 3/11/2003; ord. 2003-27, 12/9/03; ord. 2006-35, 2/14/06; renumbered & am. 12/13/11, ord. 2011-21].

## Clothing and Maintenance Allowance:

## Uniform Allowance

There are certain classifications that require the use of standard uniforms, clothing and/or personal safety equipment for the performance of their duties. In some cases, Jefferson County may provide the clothing and require the employee to wear it daily, or for special events, such as a shirt with the department logo. In other cases, the employee may be responsible for providing their own uniforms, clothing or safety gear.

A. Uniform Allowance:

1. Communications operators and Cooks will be responsible for providing their own uniforms. The County will provide an initial uniform allowance of \$150.00 upon completion of probation to Communications Operators and Cooks scheduled to work at least 20 hours or more per week and \$75 to part-time Communications Operators and Cooks scheduled to work less than 20 hours per week. Thereafter, half-time and more Communications Operators and Cooks will receive an annual allowance of \$150.00 and less-than-half-time Communications Operators and Cooks will receive an annual allowance of \$75. These allowances will be paid in two equal increments. The first will cover the period from January through June and will be paid with the first paycheck in July, and the second installment will cover the period from July through December and will be paid with the first paycheck in January. Payments will be prorated due to termination, unpaid leave of absences, or a change in status. *Note: Since CO and Cooks were paid in January, 2014 for the period Jan – June, this will be effective for the period of July – December, paid in January 2015.* The County will provide all Communications Operators with patches, rockers and cloth stars.
2. The Mechanic at the Sheriff's department will also responsible for providing his/her own uniform. Upon presentation of an appropriate receipt, and approved by the department head, the County will reimburse up to \$300 annually for clothing expenses.

B. Safety Shoes. Employees shall wear safety shoes as directed by the. Upon presentation of an appropriate receipt, approved by the department head, the County shall provide to the employee up to \$150 annually for clothing expenses. It is the expectation that the employee wear said safety shoes for work-related duties only.

C. Safety glasses. Employees shall wear safety glasses or other eye protective equipment as directed by the County. The County shall furnish such necessary eye protective equipment for employees not regularly wearing eyeglasses. Employees who regularly wear eyeglasses which require safety lenses shall have glasses fitted with safety lenses. The employee shall be responsible for any necessary eye examinations and shall furnish the County with a prescription for the lenses. The County shall furnish safety lenses and frames from such sources as the County may choose.

**DIFFERENCES FOR SWORN, NON-REPRESENTED LAW ENFORCEMENT EMPLOYEES.**

- A. All sworn, non-represented law enforcement employees will be subject to the policies in the Personnel Ordinance, except as it relates to employee contribution to WRS, health insurance premium contributions in the State Health plan, and accruals for vacation, sick, holiday, shift differentials, uniform allowance and hazardous pay, to which the current LAW contract language shall apply. In addition, longevity pay and sick leave payout shall be converted into a Health Insurance benefit for retirees and shall be paid by the County to the Administrator of the Health Insurance Benefit Trust, with longevity being paid on the first business day after December 1<sup>st</sup> of each year and the sick leave payout being paid on the first pay period following the employees retirement date. Sergeants shall be granted compensatory time ~~and receive uniform allowance~~ as set forth in the current LAW union contract. [am. ord. 2006-35, 2/14/06; am. ord. 2008-24, 11/10/08; am. ord. 2008-33, 01/13/09; 3/13/12, ord. 2011-31]
- B. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5 hour shifts in a 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. [am. ord. 2010-22, 12/14/10; 3/13/12, ord. 2011-31; am. ord 2012-21, 12/11/12]

~~HR0625~~ ~~DEFERRED COMPENSATION.~~ The County will offer employees an IRS qualified deferred compensation plan in which participants can defer some of their annual income (up to an annual limit), and which contributions and earnings are tax-deferred until withdrawal. [Resolution 1982-115]

~~HR0630~~ ~~DISABILITY INSURANCE.~~ [am 11-12-2013, ord 2013-18] An employee who is regularly assigned 600 or more hours annually is eligible for disability insurance. The County will offer eligible employees the opportunity to participate in a voluntary long term disability insurance plan. The full cost of participating in the long-term disability plan will be paid for by the employee. The Human Resources Committee may approve vendor or plan changes when desirable.

**HR0650** **LIFE INSURANCE.** The County of Jefferson shall participate in the state group life insurance plan for employee life, spousal and dependent children coverages. Eligible employees shall pay their required premium and the County shall pay its required premium for the basic plan. Eligible employees will also have the option of increasing their life insurance to three (3) times their annual salary by electing supplemental and one additional unit. For all coverage other than the basic plan, the employee will be responsible for the full cost of the life insurance. ~~In addition, eligible employees may elect to participate in the Universal Life plan.~~ [am. ord. 2006-30, 03/13/07]

~~HR0670~~ ~~SECTION 125B PLAN.~~ The County will offer a Section 125 Plan which employees may utilize for insurance premiums, unreimbursed medical expenses or dependent care expenses. The Administrator for this plan will be reviewed on a regular basis and approved by the Human Resources Committee. The County Administrator may approve plan changes as necessary to keep it qualified. [Res. 2001-51, 10/9/01]

**HR0695** **Voluntary Benefits.** Employees regularly scheduled to work 600 or more hours annually shall be allowed to participate in the County's voluntary benefit plans, unless as otherwise required by the benefit plan. The Human Resources Committee may approve vendor or plan changes when desirable, the County Administrator may execute amendments to such plan and the Human Resources Director shall act in the capacity of the plan administrator.

- A. **DEFERRED COMPENSATION.** The County will offer employees an IRS qualified deferred compensation plan in which participants can defer some of their annual income (up to an annual limit), and which contributions and earnings are tax-deferred until withdrawal. [Resolution 1982-115]
- B. **DISABILITY INSURANCE.** [am 11-12-2013, ord 2013-18] An employee who is regularly assigned 600 or more hours annually is eligible for disability insurance. The County will offer eligible employees the opportunity to participate in a voluntary long term disability insurance plan. The full cost of participating in the long-term disability plan will be paid for by the employee. The Human Resources Committee may approve vendor or plan changes when desirable.
- C. **LIFE INSURANCE.** In addition to Group term life insurance, the County will offer a Universal Life policy.
- D. **SECTION 125B PLAN.** The County will offer a Section 125 Plan which employees may utilize for insurance premiums, unreimbursed medical expenses or dependent care expenses.