

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
August 18, 2015 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order: Chair, Jim Braugher called the meeting to order at 8:30 am.
2. Roll Call: Present: Jim Braugher, Jim Mode, Greg David, Paul Babcock. Excused: Michael Wineke. Others present: Dominic Bava, Barry Block, Barb Frank, Bill Kern, Brian Lamers, Terri Palm, Jim Schroeder, Blair Ward, Ben Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by Ben Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: Dominic Bava spoke as a citizen of Jefferson County and a former employee. Mr. Bava commented on his employment with the County and his feeling he was denied training based on his age, retaliated against by his supervisor by withholding his raise, and not being compensated with this raise for a period of time, which he is "seeking that today."
6. Communications: Hand out of the article, "Next Generation Professionals: An Inside Look at What Matters to Them."
7. Approval of July 21, 2015 minutes: **Motion by Paul Babcock, second by Jim Mode, to approve the July 21, 2015 minutes as printed.** Motion Carried 4:0.
8. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0461, Military Leave Procedure, regarding pay and/or benefit while on military leave. An amendment of HR0461 was drafted following the July 9 HR Committee meeting providing employees on military leave the difference of pay between their military pay and regular County pay, as well as allowing the employee to choose whether to use accrued time. **Motion by J. Mode, second by G. David, to recommend the ordinance changes as drafted to County Board.** Motion carried 4:0.
9. Discussion and possible action on employee compensation and benefits for the purposes of retention and recruitment. Ben Wehmeier and Terri Palm presented different issues that the County has recently faced/is facing regarding recruitment and/or retention. Several positions specifically identified include Public Health Nurse, Systems Analyst, Mental Health Specialists, Attorneys and Highway Worker positions. Hiring above minimum and increasing initial vacation for candidates have helped with recruitment, but retention for a couple of positions are an issue and wages is a major factor. The Personnel Ordinance allows for the County Administrator to offer additional wages/benefits upon hire, and an additional step(s) for current employees, but not additional benefits (time off) for current employees. Different ideas to consider are hire-on bonuses, retention bonuses (varying bonuses during first 3-5 years of employment), moving identified positions a grade(s) or creating a separate grade for positions. The idea of bonuses

can work well with market conditions that can fluctuate rapidly. There is also awareness of compression issues that could be created as well as the understanding not all employees value the same thing, and an employee engagement survey has been considered. As positions may be treated different due to market conditions, education for employees and Board Supervisors is necessary, to ensure they understand why the changes are made. Would like to see the County be at market, but economically may not be feasible and other benefits can help. **Committee requested that staff draft language for the Personnel Ordinance that would provide flexibility to create policies/procedures to recruit and retain staff with changing market conditions. Further, that a presentation be provided to County Board to educate on changing values of workers as Millennials enter the workforce, how market conditions affect the workforce and positions and how changing/new regulations impact the workforce.**

10. Review of Human Resources Department, June 2015, Financial Report. No significant changes from May's report. The Section 125 line item is over budget, and will continue to widen, due to the administrative cost of more participants. However, reduced wages from FT to PT hours will offset some of this. Safety budget has no concerns.
11. Report from Human Resources Director. The Human Resources July monthly report was included, as well as the 5 vacancy requests, 2 emergency help requests and 1 employee starting above minimum step.
12. Motion by G. David, second by P. Babcock, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(f), consideration of medical data of specific person as it relates to a personal leave request. Braughler: Aye; Mode: Aye; David: Aye; Babcock: Aye. Moved into closed session at 9:32am.
NOTE: Also present were T Palm, B. Wehmeier and B. Ward.
13. Motion by P. Babcock, second by G. David, to reconvene into open session. All present responded "Aye". Reconvened into open session at 9:37am.
 - a) Motion by J. Mode, second by P. Babcock, to approve the requested Leave of Absence, through September 15, 2015. Motion carried 4:0.
14. Next Meeting date and agenda items: Tuesday, September 15, 2015 at 8:30 am. Agenda items to include Smoking Policy and closed session to discuss Public Comment.
15. Adjournment: Motion by P. Babcock to adjourn, second by G. David. Motion Carried 4:0. Meeting adjourned at 9:40 am.

**ADMINISTRATION & RULES COMMITTEE
FINANCE COMMITTEE
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
September 4, 2015 @ 8:30am
Jefferson County Courthouse, Room 202**

1. Call to Order: County Board Chair, Jim Schroeder, called the meeting to order at 8:35 am.
2. Roll Call:
 - Administration & Rules Committee: Present: Jim Braughler, Jennifer Hanneman, Steve Nass (at 8:38am), Amy Rinard, Jim Schroeder.
 - Finance Committee: Present: Jim Braughler, Jennifer Hanneman, Dick Jones, Jim Schroeder. Excused: Blane Poulson.
 - Human Resources Committee: Present: Paul Babcock, Jim Braughler, Greg David, Jim Mode, Wineke.
 - Others Present: Brian Lamers, Finance Director; Terri Palm, Human Resources Director; Blair Ward, Corporation Counsel; Ben Wehmeier, County Administrator; Yelena Zarwell, Assistant Corporation Counsel; Carla Robinson, Clerk of Courts.
3. Certification of compliance with the Open Meetings Law: Confirmed by Ben Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Public Comment: None.
6. Communications: None.
7. Approval of August 18, 2015 Joint Committee minutes.
 - Administration & Rules Committee: **Motion by J. Hanneman, second by A. Rinard, to approve the August 18, 2015 minutes.** Motion carried 5:0.
 - Finance Committee: **Motion by J. Hanneman, second by J. Braughler, to approve the August 18, 2015 minutes.** Motion carried 4:0.
 - Human Resources Committee: **Motion by G. David, second by J. Mode, to approve the August 18, 2015 minutes.** Motion carried 5:0
8. Ben Wehmeier discussed options that still need policy and ordinance development for recruitment and retention for Behavioral Health Specialists at Human Services that includes two concepts. First is to advertise and start new hires at midpoint of the appropriate grade. The second would be to offer a retention bonus for staff when achieve their licensure necessary for billing and meeting the goals and performance standards in teams. Bonuses allow the County to adjust with market fluctuations.

Ben Wehmeier also updated the committees that the health insurance costs and sales tax revenue figures are in and initial meetings with all department heads. With this information, there will be approximately an increase of \$58,000 due to cost of health and an increase of FICA costs of employee share actually being lower than budgeted for Unity Community. With this, it is hopeful to restore the 25% FSA contribution and a 1% wage adjustment.

9. Convene into closed session.

Administration & Rules Committee: **Motion by J. Hanneman, second by J. Schroeder, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and compensation package.** Braughler: Aye; Hanneman: Aye; Nass: Aye; Rinard: Aye; Schroeder: Aye.

Finance Committee: **Motion by J. Hanneman, second by J. Braughler, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and compensation package.** Braughler: Aye; Hanneman: Aye; Jones: Aye; Schroeder: Aye.

Human Resources Committee: **Motion by J. Mode, second by P. Babcock, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and compensation package.** Babcock: Aye; Braughler: Aye; David: Aye; Mode: Aye; Wineke: Aye.

Moved into closed session at 8:51am.

NOTE: Also present were T. Palm, B. Wehmeier and B. Ward. B. Wehmeier excused himself at 9:00am.

10. Reconvene in open session to take possible action on items discussed in closed session.

Administration & Rules Committee: **Motion by S. Nass, second by J. Hanneman, to reconvene into open session.** All present responding "Aye". Motion carried 5:0.

Finance Committee: **Motion by J. Hanneman, second by J. Braughler, to reconvene into open.** All present responding "Aye". Motion carried 4:0.

Human Resources Committee: **Motion by J. Mode, second by M. Wineke, to reconvene into open session.** All present responding "Aye". Motion carried 5:0

Moved into open session at 9:47 am. Ben Wehmeier was asked to join the meeting at this time.

Administration & Rules Committee: **Motion by S. Nass, second by J. Hanneman, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015; revise August 18, 2015 motion to provide one-week additional vacation starting January 1, 2016; starting in 2016, provide the opportunity for a**

\$5000 Achievement/Performance bonus annually with the performance standards evaluated and measured by the Administration and Rules Committee. In addition, the committee respectfully requests the County Administrator to include \$5000 in the 2016 and future budgets for professional development for the County Administrator and \$7500 for staff professional development. Any amounts not used may be rolled over to be used in future years. Motion carried 5:0.

Finance Committee: Motion by J. Braugher, second by J. Hanneman, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015; revise August 18, 2015 motion to provide one-week additional vacation starting January 1, 2016; starting in 2016, provide the opportunity for a \$5000 Achievement/Performance bonus annually with the performance standards evaluated and measured by the Administration and Rules Committee. In addition, the committee respectfully requests the County Administrator to include \$5000 in the 2016 and future budgets for professional development for the County Administrator and \$7500 for staff professional development. Any amounts not used may be rolled over to be used in future years. Motion carried 4:0.

Human Resources Committee: Motion by J. Mode, second by G. David, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015; revise August 18, 2015 motion to provide one-week additional vacation starting January 1, 2016; starting in 2016, provide the opportunity for a \$5000 Achievement/Performance bonus annually with the performance standards evaluated and measured by the Administration and Rules Committee. In addition, the committee respectfully requests the County Administrator to include \$5000 in the 2016 and future budgets for professional development for the County Administrator and \$7500 for staff professional development. Any amounts not used may be rolled over to be used in future years. Motion carried 5:0.

11. Adjournment.

Administration & Rules Committee: Motion by J. Hanneman, second by S. Nass, to adjourn. Motion carried 5:0.

Finance Committee: Motion by J. Hanneman, second by J. Braugher, to adjourn. Motion carried 4:0.

Human Resources Committee: Motion by J. Mode, second by G. David, to adjourn. Motion carried 5:0

Meeting adjourned at 10:00 am.

ORDINANCE NO. 2015-____

Amend Personnel Ordinance HR0461, Military Leave Procedure, to provide employees military leave without loss of pay for up to 10 daysExecutive Summary

Ordinance 2011-31, adopted on March 13, 2012 by the Jefferson County Board of Supervisors created the current Military Leave Procedure, section HR0461 of the Personnel Ordinance. The current ordinance gives employees the option to substitute accrued time while on leave; otherwise the leave is unpaid, other than military wages received which may be less than wages earned with the County. The current ordinance does maintain the employees' benefits, including health and dental, for the first 36 months of leave. The employee is required to pay only the employee-share of the contribution for the first 18 months.

It is the recommendation of the Human Resources Committee to update the Personnel Ordinance by amending the Military Leave Procedure to provide employees military leave without loss of pay for up to 10 days or 80 hours, whichever is less. Employees would reserve the right to substitute appropriate accrued pay.

WHEREAS, Jefferson County recognizes the personal and professional sacrifices employees in the military must make to serve their country, and

WHEREAS, Jefferson County currently has six employees in the uniformed services who are eligible for Military Leave.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0461, Military Leave Procedure, to ensure that employees on military leave are not without loss of pay for up to 10 days or 80 hours of training, whichever is less.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0461, Military Leave Procedure, is amended as follows, creating sections C (1) and C (2) and renumbering remaining sections:

HR0461 MILITARY LEAVE PROCEDURE.**C. Wages**

1. Effective January 1, 2016, employees who are required to attend training as members of the uniformed services shall receive up to ten (10) days or eighty (80) hours, whichever is less, of pay per calendar year while attending said training. A county employee who is required to report for military training shall be paid his or her county pay, excluding overtime, upon submission of employee's leave and earnings statement (LES), less any military pay and allowances that he or she receives. If the military pay and allowances equal or exceed his or her county pay, no payment for salary or wages will be paid to the employee from the County.
2. An employee has the choice to use vacation, holiday, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances. If an employee chooses to use accrued time, there is no requirement to submit a leave and earnings statement.
43. Any other Military Leave is unpaid. An employee has the choice to use vacation, holiday, random or compensatory time, but cannot be forced to do so. However,

any carryovers into the next calendar year will be limited in accordance with applicable ordinances.

- 2.4. Employees on Military leave will continue to receive any 'across-the board' wage adjustment approved by County Board.
- 3.5. Employees shall receive any step increase they reasonably would have been afforded if they had been actively working.
- 4.6. Upon return from Military Leave, employees shall be promoted to positions that they reasonably would have been promoted to if they had been actively working and based on seniority.

D. Return from Military Leave

1. If employee is gone 1 – 30 days, the employee should report to work the next scheduled workday. Usually 8 hours is given to rest before returning to work.
2. If employee is gone 31 – 180 days, the employee has 14 days to reapply and return to work.
3. If employee is gone 181+ or more days, the employee has 90 days to reapply and return to work.
4. It is not reasonable to assume an employee will necessarily pass a probationary period, as defined in a union contract, without sufficient time to observe the employee's work. Therefore, if an employee is in a probationary period when military leave begins, the remainder of the probationary time period must be completed upon return. [am. 3/13/12, ord. 2011-31]
5. An employee returning from military leave ~~shall~~ has the right to be reemployed in a position according to USERRA regulations. This may include being promoted, reclassified, demoted, transferred, placed on layoff or terminated if circumstances changed as to make reemployment impossible or unreasonable. [am. 3/13/12, ord. 2011-31]
6. If military leave lasts more than 30 days, Federal law gives employees certain job protection for 6 – 12 months after return.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: Military Leave hours/pay would already be included in the total hours budgeted for each employee, as are accrued benefits such as vacation, sick, etc. Therefore, there is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

09-8-15-10-13-15

Terri M. Palm: 7-29-15; J. Blair Ward: 7-31-15; Terri Palm: 09-11-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

ORDINANCE NO. 2015-____

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It is the recommendation of the Human Resources Committee to update the Personnel Ordinance by amending the Military Leave Procedure to provide employees military leave without loss of pay for up to 10 days or 80 hours, whichever is less. Employees would reserve the right to substitute appropriate accrued pay, including the use of sick time.

WHEREAS, Jefferson County recognizes the personal and professional sacrifices employees in the military must make to serve their country, and

WHEREAS, Jefferson County currently has six employees in the uniformed services who are eligible for Military Leave.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0461, Military Leave Procedure, to ensure that employees on military leave are not without loss of pay for up to 10 days or 80 hours of training, whichever is less.

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2. An employee has the choice to use vacation, holiday, sick, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances. If an employee chooses to use accrued time, there is no requirement to submit a leave and earnings statement.
13. Any other Military Leave is unpaid. An employee has the choice to use vacation, holiday, random or compensatory time, but cannot be forced to do so. However,

any carryovers into the next calendar year will be limited in accordance with applicable ordinances.

- 2.4. Employees on Military leave will continue to receive any 'across-the board' wage adjustment approved by County Board.
- 3.5. Employees shall receive any step increase they reasonably would have been afforded if they had been actively working.
- 4.6. Upon return from Military Leave, employees shall be promoted to positions that they reasonably would have been promoted to if they had been actively working and based on seniority.

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2. If employee is gone 31 – 180 days, the employee has 14 days to reapply and return to work.
3. If employee is gone 181+ or more days, the employee has 90 days to reapply and return to work.
4. It is not reasonable to assume an employee will necessarily pass a probationary period, as defined in a union contract, without sufficient time to observe the employee's work. Therefore, if an employee is in a probationary period when military leave begins, the remainder of the probationary ~~time~~ period must be completed upon return. [am. 3/13/12, ord. 2011-31]
5. An employee returning from military leave shall has the right to be reemployed in a position according to USERRA regulations. This may include being promoted, reclassified, demoted, transferred, placed on layoff or terminated if circumstances changed as to make reemployment impossible or unreasonable. [am. 3/13/12, ord. 2011-31]
6. If military leave lasts more than 30 days, Federal law gives employees certain job protection for 6 – 12 months after return.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: Military Leave hours/pay would already be included in the total hours budgeted for each employee, as are accrued benefits such as vacation, sick, etc. Therefore, there is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

~~09-8-15~~ **10-13-15**

Terri M. Palm: 7-29-15; J. Blair Ward: 7-31-15; Terri Palm: 9-11-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

Version C-5 days difference of pay, excluding allowances

ORDINANCE NO. 2015-_____

Amend Personnel Ordinance HR0461, Military Leave Procedure, to provide employees military leave without loss of pay for up to 5 days

Executive Summary

Ordinance 2011-31, adopted on March 13, 2012 by the Jefferson County Board of Supervisors created the current Military Leave Procedure, section HR0461 of the Personnel Ordinance. The current ordinance gives employees the option to substitute accrued time while on leave; otherwise the leave is unpaid, other than military wages received which may be less than wages earned with the County. The current ordinance does maintain the employees' benefits, including health and dental, for the first 36 months of leave. The employee is required to pay only the employee-share of the contribution for the first 18 months.

It is the recommendation of the Human Resources Committee to update the Personnel Ordinance by amending the Military Leave Procedure to provide employees military leave without loss of pay for up to 5 days or 40 hours, whichever is less. Employees would reserve the right to substitute appropriate accrued pay, including the use of sick time.

WHEREAS, Jefferson County recognizes the personal and professional sacrifices employees in the military must make to serve their country, and

WHEREAS, Jefferson County currently has six employees in the uniformed services who are eligible for Military Leave.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0461, Military Leave Procedure, to ensure that employees on military leave are not without loss of pay for up to 5 days or 40 hours of training, whichever is less.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0461, Military Leave Procedure, is amended as follows, creating sections C (1) and C (2) and renumbering remaining sections:

HR0461 MILITARY LEAVE PROCEDURE.

C. Wages

1. Effective January 1, 2016, employees who are required to attend training as members of the uniformed services shall receive up to five (5) days or eighty (40) hours, whichever is less, of pay per calendar year while attending said training. A county employee who is required to report for military training shall be paid his or her county pay, excluding overtime, upon submission of employee's leave and earnings statement (LES), less any military pay and allowances that he or she receives. If the military pay and allowances equal or exceed his or her county pay, no payment for salary or wages will be paid to the employee from the County. Allowances received during military training will be excluded from the pay calculation.
2. An employee has the choice to use vacation, holiday, sick, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances. If an employee chooses to use accrued time, there is no requirement to submit a leave and earnings statement.

- 4.3. Any other Military Leave is unpaid. An employee has the choice to use vacation, holiday, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances.
- 2.4. Employees on Military leave will continue to receive any 'across-the board' wage adjustment approved by County Board.
- 3.5. Employees shall receive any step increase they reasonably would have been afforded if they had been actively working.
- 4.6. Upon return from Military Leave, employees shall be promoted to positions that they reasonably would have been promoted to if they had been actively working and based on seniority.

D. Return from Military Leave

1. If employee is gone 1 – 30 days, the employee should report to work the next scheduled workday. Usually 8 hours is given to rest before returning to work.
2. If employee is gone 31 – 180 days, the employee has 14 days to reapply and return to work.
3. If employee is gone 181+ or more days, the employee has 90 days to reapply and return to work.
4. It is not reasonable to assume an employee will necessarily pass a probationary period, as defined in a union contract, without sufficient time to observe the employee's work. Therefore, if an employee is in a probationary period when military leave begins, the remainder of the probationary time period must be completed upon return. [am. 3/13/12, ord. 2011-31]
5. An employee returning from military leave ~~shall~~ has the right to be reemployed in a position according to USERRA regulations. This may include being promoted, reclassified, demoted, transferred, placed on layoff or terminated if circumstances changed as to make reemployment impossible or unreasonable. [am. 3/13/12, ord. 2011-31]
6. If military leave lasts more than 30 days, Federal law gives employees certain job protection for 6 – 12 months after return.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: Military Leave hours/pay would already be included in the total hours budgeted for each employee, as are accrued benefits such as vacation, sick, etc. Therefore, there is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

~~09-8-15~~ 10-13-15

Terri M. Palm: 7-29-15; J. Blair Ward: 7-31-15; Terri Palm: 09-11-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

Version D- 10 days difference of pay, excluding allowances
ORDINANCE NO. 2015-_____

Amend Personnel Ordinance HR0461, Military Leave Procedure, to provide employees military leave without loss of pay for up to 10 days

Executive Summary

Ordinance 2011-31, adopted on March 13, 2012 by the Jefferson County Board of Supervisors created the current Military Leave Procedure, section HR0461 of the Personnel Ordinance. The current ordinance gives employees the option to substitute accrued time while on leave; otherwise the leave is unpaid, other than military wages received which may be less than wages earned with the County. The current ordinance does maintain the employees' benefits, including health and dental, for the first 36 months of leave. The employee is required to pay only the employee-share of the contribution for the first 18 months.

It is the recommendation of the Human Resources Committee to update the Personnel Ordinance by amending the Military Leave Procedure to provide employees military leave without loss of pay for up to 10 days or 80 hours, whichever is less. Employees would reserve the right to substitute appropriate accrued pay, including the use of sick time.

WHEREAS, Jefferson County recognizes the personal and professional sacrifices employees in the military must make to serve their country, and

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THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0461, Military Leave Procedure, is amended as follows, creating sections C (1) and C (2) and renumbering remaining sections:

HR0461

MILITARY LEAVE PROCEDURE.

C. Wages

1. Effective January 1, 2016, employees who are required to attend training as members of the uniformed services shall receive up to ten (10) days or eighty (80) hours, whichever is less, of pay per calendar year while attending said training. A county employee who is required to report for military training shall be paid his or her county pay, excluding overtime, upon submission of employee's leave and earnings statement (LES), less any military pay and allowances that he or she receives. If the military pay and allowances equal or exceed his or her county pay, no payment for salary or wages will be paid to the employee from the County. **Allowances received during military training will be excluded from the pay calculation.**
2. An employee has the choice to use vacation, holiday, sick, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances. If an employee chooses to use accrued time, there is no requirement to submit a leave and earnings statement.

- 4.3. Any other Military Leave is unpaid. An employee has the choice to use vacation, holiday, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances.
- 2.4. Employees on Military leave will continue to receive any 'across-the board' wage adjustment approved by County Board.
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3. If employee is gone 181+ or more days, the employee has 90 days to reapply and return to work.
4. It is not reasonable to assume an employee will necessarily pass a probationary period, as defined in a union contract, without sufficient time to observe the employee's work. Therefore, if an employee is in a probationary period when military leave begins, the remainder of the probationary time period must be completed upon return. [am. 3/13/12, ord. 2011-31]
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6. If military leave lasts more than 30 days, Federal law gives employees certain job protection for 6 – 12 months after return.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: Military Leave hours/pay would already be included in the total hours budgeted for each employee, as are accrued benefits such as vacation, sick, etc. Therefore, there is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

~~09-8-15~~ 10-13-15

Terri M. Palm: 7-29-15; J. Blair Ward: 7-31-15; Terri Palm: 09-11-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

ORDINANCE NO. 2015-____

Amend Personnel Ordinance HR0461, Military Leave Procedure, to provide employees military leave with pay for up to 5 daysExecutive Summary

Ordinance 2011-31, adopted on March 13, 2012 by the Jefferson County Board of Supervisors created the current Military Leave Procedure, section HR0461 of the Personnel Ordinance. The current ordinance gives employees the option to substitute accrued time while on leave; otherwise the leave is unpaid, other than military wages received which may be less than wages earned with the County. The current ordinance does maintain the employees' benefits, including health and dental, for the first 36 months of leave. The employee is required to pay only the employee-share of the contribution for the first 18 months.

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WHEREAS, Jefferson County recognizes the personal and professional sacrifices employees in the military must make to serve their country, and

WHEREAS, Jefferson County currently has six employees in the uniformed services who are eligible for Military Leave.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0461, Military Leave Procedure, to ensure that employees on military leave are not without loss of pay for up to 5 days or 40 hours of training, whichever is less.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0461, Military Leave Procedure, is amended as follows, creating sections C (1) and renumbering remaining sections:

HR0461 MILITARY LEAVE PROCEDURE.**C. Wages**

1. Effective January 1, 2016, employees who are required to attend training as members of the uniformed services shall receive up to five (5) days or forty (40) hours, whichever is less, of pay per calendar year while attending said training. A county employee who is required to report for military training shall be paid his or her county pay, excluding overtime, upon submission of employee's leave and earnings statement (LES), less any military pay and allowances that he or she receives. If the military pay and allowances equal or exceed his or her county pay, no payment for salary or wages will be paid to the employee from the County.
- 1-2. Any other Military Leave is unpaid. An employee has the choice to use vacation, holiday, sick, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances.
- 2-3. Employees on Military leave will continue to receive any 'across-the board' wage adjustment approved by County Board.

- 3.4. Employees shall receive any step increase they reasonably would have been afforded if they had been actively working.
- 4.5. Upon return from Military Leave, employees shall be promoted to positions that they reasonably would have been promoted to if they had been actively working and based on seniority.

D. Return from Military Leave

1. If employee is gone 1 – 30 days, the employee should report to work the next scheduled workday. Usually 8 hours is given to rest before returning to work.
2. If employee is gone 31 – 180 days, the employee has 14 days to reapply and return to work.
3. If employee is gone 181+ or more days, the employee has 90 days to reapply and return to work.
4. It is not reasonable to assume an employee will necessarily pass a probationary period, as defined in a union contract, without sufficient time to observe the employee's work. Therefore, if an employee is in a probationary period when military leave begins, the remainder of the probationary time period must be completed upon return. [am. 3/13/12, ord. 2011-31]
5. An employee returning from military leave ~~shall~~ has the right to be reemployed in a position according to USERRA regulations. This may include being promoted, reclassified, demoted, transferred, placed on layoff or terminated if circumstances changed as to make reemployment impossible or unreasonable. [am. 3/13/12, ord. 2011-31]
6. If military leave lasts more than 30 days, Federal law gives employees certain job protection for 6 – 12 months after return.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: Currently, there are 5 employees active in the Uniformed Services, with an average hourly rate of \$39.6/hour and an average benefited rate (WRS and FICA) of \$45.33/hour. Depending on the choices employees would have made without this amendment, the fiscal impact range is \$0.00 to \$9,066.73.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

~~09-8-15~~ **10-13-15**

Terri M. Palm: 7-29-15; J. Blair Ward: 7-31-15; Terri Palm: 09-11-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

ORDINANCE NO. 2015-_____

Amend Personnel Ordinance HR0461, Military Leave Procedure, to provide employees military leave with of pay for up to 10 daysExecutive Summary

Ordinance 2011-31, adopted on March 13, 2012 by the Jefferson County Board of Supervisors created the current Military Leave Procedure, section HR0461 of the Personnel Ordinance. The current ordinance gives employees the option to substitute accrued time while on leave; otherwise the leave is unpaid, other than military wages received which may be less than wages earned with the County. The current ordinance does maintain the employees' benefits, including health and dental, for the first 36 months of leave. The employee is required to pay only the employee-share of the contribution for the first 18 months.

It is the recommendation of the Human Resources Committee to update the Personnel Ordinance by amending the Military Leave Procedure to provide employees military leave without loss of pay for up to 10 days or 80 hours, whichever is less. Employees would reserve the right to substitute appropriate accrued pay, including the use of sick time.

WHEREAS, Jefferson County recognizes the personal and professional sacrifices employees in the military must make to serve their country, and

WHEREAS, Jefferson County currently has six employees in the uniformed services who are eligible for Military Leave.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0461, Military Leave Procedure, to ensure that employees on military leave are not without loss of pay for up to 10 days or 80 hours of training, whichever is less.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0461, Military Leave Procedure, is amended as follows, creating sections C (1) and renumbering remaining sections:

HR0461**MILITARY LEAVE PROCEDURE.****C. Wages**

1. Effective January 1, 2016, employees who are required to attend training as members of the uniformed services shall receive up to ten (10) days or eighty (80) hours, whichever is less, of pay per calendar year while attending said training. A county employee who is required to report for military training shall be paid his or her county pay, excluding overtime, upon submission of employee's leave and earnings statement (LES), less any military pay and allowances that he or she receives. If the military pay and allowances equal or exceed his or her county pay, no payment for salary or wages will be paid to the employee from the County.
- 1-2. Any other Military Leave is unpaid. An employee has the choice to use vacation, holiday, sick, random or compensatory time, but cannot be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances.
- 2.3. Employees on Military leave will continue to receive any 'across-the board' wage adjustment approved by County Board.

- 3.4. Employees shall receive any step increase they reasonably would have been afforded if they had been actively working.
- 4.5. Upon return from Military Leave, employees shall be promoted to positions that they reasonably would have been promoted to if they had been actively working and based on seniority.

D. Return from Military Leave

1. If employee is gone 1 – 30 days, the employee should report to work the next scheduled workday. Usually 8 hours is given to rest before returning to work.
2. If employee is gone 31 – 180 days, the employee has 14 days to reapply and return to work.
3. If employee is gone 181+ or more days, the employee has 90 days to reapply and return to work.
4. It is not reasonable to assume an employee will necessarily pass a probationary period, as defined in a union contract, without sufficient time to observe the employee's work. Therefore, if an employee is in a probationary period when military leave begins, the remainder of the probationary ~~time~~ period must be completed upon return. [am. 3/13/12, ord. 2011-31]
5. An employee returning from military leave ~~shall~~ has the right to be reemployed in a position according to USERRA regulations. This may include being promoted, reclassified, demoted, transferred, placed on layoff or terminated if circumstances changed as to make reemployment impossible or unreasonable. [am. 3/13/12, ord. 2011-31]
6. If military leave lasts more than 30 days, Federal law gives employees certain job protection for 6 – 12 months after return.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: Currently, there are 5 employees active in the Uniformed Services, with an average hourly rate of \$39.6/hour and an average benefited rate (WRS and FICA) of \$45.33/hour. Depending on the choices employees would have made without this amendment, the fiscal impact range is \$0.00 to \$18,133.46.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

~~09-8-15~~ **10-13-15**

Terri M. Palm: 7-29-15; J. Blair Ward: 7-31-15; Terri Palm: 09-11-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

ORDINANCE NO. 2015-_____

Amend Personnel Ordinance HR0480, Smoking Policy, to conform with the Jefferson County Smoke Free Air Act

Executive Summary

Ordinance 2015-06, adopted on June 9, 2015 by the Jefferson County Board of Supervisors amended Ordinance 2003-06, Jefferson County Smoke Free Act, prohibiting the use of e-cigarettes and electronic delivery devices at any time in any county-owned, rented, or leased building, including the Fair Park grandstand.

It is the recommendation of the Human Resources Committee to update the Personnel Ordinance by amending the Smoking Policy to conform to and be consistent with the Jefferson County Smoke Free Act.

WHEREAS, an electronic cigarette is an oral device that can be used to simulate smoking which produces an aerosol of nicotine and/or other substances, including ultrafine particles, heavy metals, cancer-causing chemicals and other chemicals harmful to the human body, such as formaldehyde and diacetyl, and

WHEREAS, no e-cigarette has been approved by the Food and Drug Administration as a cessation device and e-cigarette users actually often continue to also smoke regular cigarettes or have increased intentions to smoke conventional cigarettes, and

WHEREAS, on June 6, 2015, the Jefferson County Board of Supervisors adopted Ordinance 2015-06 amending the Jefferson County Smoke Free Act policy prohibiting the use of e-cigarettes on any county-owned, rented or leased property.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0480, Smoking Policy, to compliment the Jefferson County Smoke Free Act policy and prohibit employees from using e-cigarettes on any county-owned, rented or leased property.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0480, Smoking Policy, is amended as follows, creating sections A and renumbering remaining sections:

HR0480 **SMOKING POLICY.** "Smoking" as the term is used in this Ordinance means ~~burning or holding, or inhaling or exhaling smoke from a lighted cigar, cigarette, pipe or any other lighted smoking item or equipment~~ inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" shall include the use of an electronic delivery device which creates an aerosol or vapor, in any manner or in any form, or the

use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

- A. "E-Cigarette or Electronic Delivery Device" shall mean any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. "Electronic Delivery Device" shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor."

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: There is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

10-13-15

Terri M. Palm: 9-11-15

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

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 earn~~ paid annual vacation leave as follows:
1. New employees and current employees who change from part-time to full-time and are newly eligible for vacation shall immediately receive vacation at the 5/6ths of a day per month or major fraction thereof for each month of service remaining in the calendar year. As of January 1 of the following years, employees shall receive 2 vacation weeks, prorated on the employees full-time equivalent status during the prior year..
 - 1.2 Employees with more than one complete calendar year of service but 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]
 - 2.3 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]
 - 3.4 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]
 - 4.5 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]
 6. Employees rehired within two years of separation of employment shall be credited with years of service at time of separation for vacation accrual purposes.
- 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 8 hours or less in their vacation bank on December 31 shall be able to carry over this time, with department head approval, to be used by January 20 or be forfeited. [02/11/2014, ord 2013-25]
- 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 the succeeding year. The County Administrator shall consider all requests and if approved, will determine when the vacation shall be used by, or forfeited. [renumbered 02-11-2014, ord 2013-25]
- I. A report summarizing approved requests shall be made to the Human Resources Committee. [renumbered 02-11-2014, ord 2013-25]
- 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; renumbered 02-11-2014, ord 2013-25]

An average of 35 - 40 new hires with benefits on an annual vacation, average hourly rate of \$22.48, average benefited hourly rate of \$25.73/hour and 80 hours extra vacation production cost of \$82,336. The majority of these vacation days do not cause OT, but there will be cases such as intake at HS; dispatch; cooks.

Human Resources
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Date Ran 8/21/2015
Period 7
Year 2015

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!
411100	GENERAL PROPERTY TAXES	(30,904.92)	(30,904.92)	(216,334.44)	(216,334.42)	(0.02)	(370,859.00)	(154,524.56)	58.33%
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	(2.87)	(23.33)	20.46	(40.00)	(37.13)	7.18%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(15.00)	(17.50)	2.50	(30.00)	(15.00)	50.00%
Totals		(30,904.92)	(30,910.75)	(216,352.31)	(216,375.25)	22.94	(370,929.00)	(154,576.69)	58.33%

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	14,462.35	17,390.83	107,064.70	121,735.83	(14,671.13)	208,690.00	101,625.30	51.30%
511210	WAGES-REGULAR	-	-	7,600.00	-	7,600.00	-	(7,600.00)	#DIV/0!
511310	WAGES-SICK LEAVE	109.94	-	1,545.63	-	1,545.63	-	(1,545.63)	#DIV/0!
511320	WAGES-VACATION PAY	387.93	-	522.23	-	522.23	-	(522.23)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	34.08	-	238.58	(238.58)	409.00	409.00	0.00%
511340	WAGES-HOLIDAY PAY	556.21	-	3,637.08	-	3,637.08	-	(3,637.08)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	542.20	-	2,412.48	-	2,412.48	-	(2,412.48)	#DIV/0!
512141	SOCIAL SECURITY	1,172.51	1,325.08	9,023.41	9,275.58	(252.17)	15,901.00	6,877.59	56.75%
512142	RETIREMENT (EMPLOYER)	1,091.87	1,184.92	7,832.34	8,294.42	(462.08)	14,219.00	6,386.66	55.08%
512144	HEALTH INSURANCE	4,931.91	4,385.33	31,119.08	30,697.33	421.75	52,624.00	21,504.92	59.13%
512145	LIFE INSURANCE	10.12	9.17	66.88	64.17	2.71	110.00	43.12	60.80%
512150	FSA CONTRIBUTION	-	62.50	750.00	437.50	312.50	750.00	-	100.00%
512173	DENTAL INSURANCE	337.30	270.00	1,941.92	1,890.00	51.92	3,240.00	1,298.08	59.94%
51218	ARBITRATOR	-	66.67	-	466.67	(466.67)	800.00	800.00	0.00%
51219	OTHER PROFESSIONAL SERV	1,045.00	1,520.00	7,345.50	10,640.00	(3,294.50)	18,240.00	10,894.50	40.27%
51220	CONSULTANT	-	416.67	-	2,916.67	(2,916.67)	5,000.00	5,000.00	0.00%
51225	SECTION 125	1,945.80	583.33	14,205.60	4,083.33	10,122.27	7,000.00	(7,205.60)	202.94%
51226	ERGONOMICS	-	20.83	-	145.83	(145.83)	250.00	250.00	0.00%
51227	POSITION CLASSIFICATIONS	2,750.00	312.50	3,000.00	2,187.50	812.50	3,750.00	750.00	80.00%
51229	RECRUITMENT RELATED	4.00	104.17	338.19	729.17	(390.98)	1,250.00	911.81	27.06%
51296	COMPUTER SUPPORT	-	337.33	4,009.73	2,361.33	1,648.40	4,048.00	38.27	99.05%
51303	COMPUTER EQUIPMT & SOFTWA	-	291.67	914.72	2,041.67	(1,126.95)	3,500.00	2,585.28	26.13%
51311	POSTAGE & BOX RENT	19.71	29.17	155.68	204.17	(48.49)	350.00	194.32	44.48%
51312	OFFICE SUPPLIES	567.04	110.83	722.98	775.83	(52.85)	1,330.00	607.02	54.36%
51313	PRINTING & DUPLICATING	45.67	83.33	539.18	583.33	(44.15)	1,000.00	460.82	53.92%
51314	SMALL ITEMS OF EQUIPMENT	(39.98)	-	298.98	-	298.98	-	(298.98)	#DIV/0!
51323	SUBSCRIPTIONS-TAX & LAW	-	133.33	229.00	933.33	(704.33)	1,600.00	1,371.00	14.31%
51324	MEMBERSHIP DUES	-	42.50	439.59	297.50	142.09	510.00	70.41	86.19%
51326	ADVERTISING	-	10.42	-	72.92	(72.92)	125.00	125.00	0.00%

531357	EMPLOYEE RECOGNITION	-	500.00	782.59	3,500.00	(2,717.41)	6,000.00	5,217.41	13.04%
532325	REGISTRATION	-	165.00	584.00	1,155.00	(571.00)	1,980.00	1,396.00	29.49%
532332	MILEAGE	1.06	48.25	443.01	337.75	105.26	579.00	135.99	76.51%
532334	COMMERCIAL TRAVEL	-	41.67	-	291.67	(291.67)	500.00	500.00	0.00%
532335	MEALS	-	30.83	59.95	215.83	(155.88)	370.00	310.05	16.20%
532336	LODGING	-	175.83	535.00	1,230.83	(695.83)	2,110.00	1,575.00	25.36%
532339	OTHER TRAVEL & TOLLS	-	-	38.00	-	38.00	-	(38.00)	#DIV/0!
532350	TRAINING MATERIALS	-	333.33	1,471.12	2,333.33	(862.21)	4,000.00	2,528.88	36.78%
533225	TELEPHONE & FAX	3.79	14.17	26.56	99.17	(72.61)	170.00	143.44	15.62%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	319.69	319.08	0.61	547.00	227.31	58.44%
571005	DUPLICATING ALLOCATION	98.00	98.00	686.00	686.00	-	1,176.00	490.00	58.33%
571009	MIS PC GROUP ALLOCATION	643.42	643.50	4,503.94	4,504.50	(0.56)	7,722.00	3,218.06	58.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	193.75	193.58	1,355.23	1,355.08	0.15	2,323.00	967.77	58.34%
591519	OTHER INSURANCE	95.92	96.33	663.64	674.33	(10.69)	1,156.00	492.36	57.41%

Totals	31,021.19	31,110.75	217,183.63	217,775.25	(591.62)	373,329.00	156,145.37	58.17%
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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	116.27	200.00	831.32	1,400.00	(568.68)	2,400.00	1,568.68	34.64%
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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!
411100	GENERAL PROPERTY TAXES	(3,771.08)	(3,771.08)	(26,397.56)	(26,397.58)	0.02	(45,253.00)	(18,855.44)	58.33%
474106	INTERGOVT SHARED SERVICES	(10,718.33)	(3,433.92)	(23,771.34)	(24,037.42)	266.08	(41,207.00)	(17,435.66)	57.69%
Totals		(14,489.41)	(7,205.00)	(50,168.90)	(50,435.00)	266.10	(86,460.00)	(36,291.10)	58.03%

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	4,413.37	4,489.83	28,285.68	31,428.83	(3,143.15)	53,878.00	25,592.32	52.50%
511310	WAGES-SICK LEAVE	-	-	1,067.98	-	1,067.98	-	(1,067.98)	#DIV/0!
511320	WAGES-VACATION PAY	183.89	-	459.72	-	459.72	-	(459.72)	#DIV/0!
511340	WAGES-HOLIDAY PAY	210.16	-	1,028.90	-	1,028.90	-	(1,028.90)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	456.47	-	456.47	-	(456.47)	#DIV/0!
512141	SOCIAL SECURITY	352.91	343.50	2,295.29	2,404.50	(109.21)	4,122.00	1,826.71	55.68%
512142	RETIREMENT (EMPLOYER)	326.92	305.33	2,128.35	2,137.33	(8.98)	3,664.00	1,535.65	58.09%
512144	HEALTH INSURANCE	1,516.38	1,325.17	9,437.59	9,276.17	161.42	15,902.00	6,464.41	59.35%
512145	LIFE INSURANCE	2.33	3.00	16.31	21.00	(4.69)	36.00	19.69	45.31%
512150	FSA CONTRIBUTION	-	20.83	250.00	145.83	104.17	250.00	-	100.00%
512173	DENTAL INSURANCE	115.88	90.00	651.33	630.00	21.33	1,080.00	428.67	60.31%
531311	POSTAGE & BOX RENT	-	1.67	-	11.67	(11.67)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	1.20	-	5.58	-	5.58	-	(5.58)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	29.17	(29.17)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	183.33	2,082.31	1,283.33	798.98	2,200.00	117.69	94.65%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	700.00	(700.00)	1,200.00	1,200.00	0.00%
531324	MEMBERSHIP DUES	-	-	210.00	-	210.00	-	(210.00)	#DIV/0!
532325	REGISTRATION	-	50.83	805.00	355.83	449.17	610.00	(195.00)	131.97%
532332	MILEAGE	-	6.25	51.76	43.75	8.01	75.00	23.24	69.01%
532335	MEALS	-	6.25	62.54	43.75	18.79	75.00	12.46	83.39%
532336	LODGING	-	11.67	56.14	81.67	(25.53)	140.00	83.86	40.10%
532350	TRAINING MATERIALS	127.00	140.00	824.80	980.00	(155.20)	1,680.00	855.20	49.10%
571004	IP TELEPHONY ALLOCATION	15.25	15.25	106.75	106.75	-	183.00	76.25	58.33%
571009	MIS PC GROUP ALLOCATION	75.67	75.67	529.69	529.67	0.02	908.00	378.31	58.34%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	32.33	32.25	225.83	225.75	0.08	387.00	161.17	58.35%
591519	OTHER INSURANCE	24.72	-	98.84	-	98.84	-	(98.84)	#DIV/0!
Totals		7,398.01	7,205.00	51,136.86	50,435.00	701.86	86,460.00	35,323.14	59.15%

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		(7,091.40)	-	967.96	(0.00)	967.96	-	(967.96)	#DIV/0!

**Report to Human Resources Committee
September 15, 2015**

Monthly Accomplishments/Goals:

- August report included

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the August, 2015 Human Resources Committee meeting:

Child Support Agency

- Enforcement Specialist – FT

Human Services

- Group Home Worker – Pool

Judiciary

- Judicial Assistant - FT

Medical Examiner

- Deputy Medical Examiners – Pool

The following position has been requested and is still under review:

Fairgrounds

- Marketing/Administrative Assistant - FT

UW Extension

- Administrative Specialist - FT

Emergency Help Requests. The following were emergency help requests were received since the August Human Resources Committee meeting:

- **Fairgrounds** – A request for assistance for administrative assistance requested due to a vacancy and future leave of absence in the department.

Hiring Above Minimum Step and/or Additional Benefits.

- Paul Nowakowski was hired as the Register in Probate, starting between step 3 and 4 of appropriate grade. He also will start with 40 hours of Random hours in 2015 and 80 hours of vacation in 2016.
- Sean Heaslip was hired as a Construction Superintendent at step 6 of appropriate grade. In addition, he will receive 24 hours of vacation time in 2015 and 80 hours of vacation in 2016.
- Kayla DuBois was hired as a Child Protective Services Ongoing Professional at step 3 of the appropriate grade, along with 80 hours of vacation to be used upon hire through 2016. No additional hours of vacation will be added in 2016.

Respectively submitted,



Terri M Palm
Human Resources Director



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courthouse
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TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

**Human Resources Department
Monthly Report
August, 2015**

Issues/Items for August, 2015:

- **Personnel issues:**
 - 8 performance-related concerns/investigatory issues, resulting in:
 - 2 counselings with recommended training
 - 1 verbal warning
 - 1 written warning
 - 1 involuntary transfer
 - 1 continuing investigation/pending action
 - 1 grievance, settled
 - 1 extension of probationary period
 - 1 management referral to the County's Employee Assistance Program
 - 4 employee health-related concerns
 - 2 employee accommodations
 - 1 extension of leave of absence
- **Trainings**
 - Sent 8 Supervisors to training in Summit, WI on "Conducting Employee Investigations" on August 11, 2015
 - Provided a short introduction of "Near Misses" for department heads on August 12, 2015
- **Recruitment and Retention**
 - Participated in 5 interviews for the Register in Probate position and 9 interviews for the Family Court Commissioner position
 - Recruited for 6 positions and received/reviewed **241** applications
 - Processed 8 new hires
 - Processed 3 employee separations.
 - Completed and/or reviewed 42 reference checks and 4 education checks and 2 caregiver background check on 17 candidates, of which 10 applicants were extended an offer and 7 applicants accepted
- **Employment Law**
 - Monitored 72 active approved FMLA requests, both new and continuing
 - Received 5 First Report of Injuries, 3 were reportable
 - Investigated 1 HIPAA privacy breach complaints
 - Accommodated 2 disability requests
- **Miscellaneous**
 - Completed 2016 Human Resources budget request

- Scheduled 125 employees and family members of Jefferson County and the City of Jefferson for Biometric screening on August 5. Another session will be needed in the fall to accommodate the high-level of interest
- Responded to 1 Open Records requests
- Completed/updated 8 job descriptions, working toward the goal of completing job descriptions for over 200 positions
- Participated on second interview panel for Dodge County Human Resources Director position
- Gathered data from approximately 50 municipalities/counties regarding military leave policy, specifically pay and benefits
- Received annual utilization report from County's Employee Assistance Program:
 - 14 employees and/or family members accessed LifeMatters.
 - 6 manager/supervisor/HR staff accessed LifeMatters services.
 - 3.6% was the annual utilization rate. For comparison purposes, this rate is higher than last year when the annual rate was 2.2%.
 - 45 employees and family members logged onto www.mylifematters.com resulting in 326 page views. Currently, these logins are not counted as part of the utilization. If they were, your annual utilization rate would be 11.8%.
 - 100 individuals attended a health fair where a LifeMatters representative was present to distribute materials and answer questions.
 - 192 employees attended 7 sessions of LifeMatters training (report attached)
 - **Mental Health, Legal and Family Life** were the most frequently visited areas on the website.
 - 100% of the clients received assistance from the EAP services and none were referred into insurance benefits.
- Responded to 1 life-threatening issue

Action Items for September, 2015:

- Update 28 department wages/benefits budgets with final health insurance rates
- Complete 10 job descriptions
- Provide a "brown bag" safety training for department heads
- Educate employees on voluntary benefits (Long Term Disability, Short Term Disability, Vision, etc.)
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response
- Conduct Employee recognition/satisfaction survey
- Schedule one recognition event
- Complete HIPAA training for appropriate staff
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy

Respectfully Submitted,



Terri M Palm
Human Resources Director

Human Resources

Financial Summary

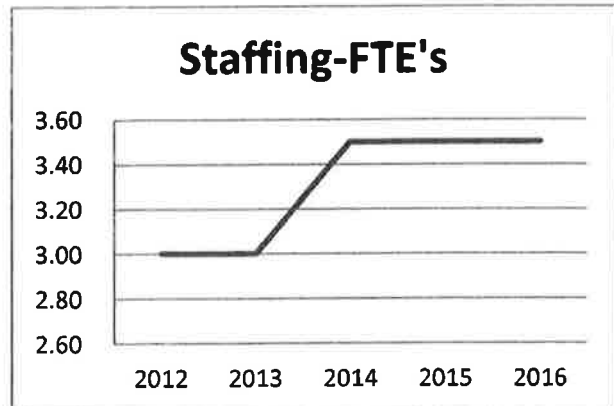
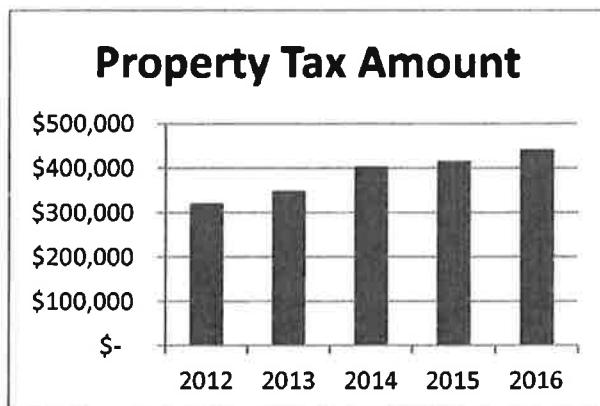
	2014 Actual	2015 Estimate	2015 Amended Budget	2016 Budget	Change from 2015 Amended Budget	
					\$	%
Revenues						
Intergovernmental Revenues	19,734	41,207	41,207	42,680	1,473	3.57%
Public Charges	20	70	70	50	(20)	-28.57%
Total Revenues	19,754	41,277	41,277	42,730	1,453	3.52%
Expenditures						
Personnel Expenses	333,070	374,875	374,875	369,808	(5,067)	-1.35%
Purchased Services	52,112	52,000	40,338	81,723	41,385	102.60%
Operating Costs	12,620	28,444	30,174	21,565	(8,609)	-28.53%
Interdept. Charges	9,814	13,246	13,246	10,796	(2,450)	-18.50%
Other Expenses	1,207	1,230	1,156	1,425	269	23.27%
Capital Items	-	-	-	6,000	6,000	-
Total Expenditures	408,823	469,795	459,789	491,317	31,528	6.86%
Property Taxes	403,678	416,112	416,112	442,587	26,475	6.36%
Addition to (Use of) Fund Balance	14,609	(12,406)	(2,400)	(6,000)		

Summary Highlights:

The 2016 budget \$442,587 in tax levy, which is a \$26,475 increase in levy from the 2015 amended budget. The primary reasons for the increase was additional cost for contract negotiations and administration of the Flexible Spending Program .

Summary of Capital Items:

\$ 6,000 Fire Extinguisher Simulator



HUMAN RESOURCES-2016 BUDGET

Account Number	Sub	Description	2014 Actual	2015 6-Month Actual	2015 Estimated	2015 Amended	2016 Admin	2016 Adopted
41-HUMAN RESOURCES								
REVENUES								
411100		GENERAL PROPERTY TAXES	-	185,430	370,859	370,859	398,294	-
451002		PRIVATE PARTY PHOTOCOPY	10	3	40	40	20	-
451034		BADGE REPLACEMENT FEE	10	15	30	30	30	-
REVENUES TOTAL			20	185,448	370,929	370,929	398,344	-
EXPENDITURES								
511110		SALARY-PERMANENT REGULAR	174,958	92,602	208,690	208,690	200,858	-
511210		WAGES-REGULAR	-	7,600	-	-	-	-
511220		WAGES-OVERTIME	5	-	-	-	-	-
511240		WAGES-TEMPORARY	1,814	-	-	-	-	-
511310		WAGES-SICK LEAVE	4,911	1,436	-	-	-	-
511320		WAGES-VACATION PAY	11,552	134	-	-	-	-
511330		WAGES-LONGEVITY PAY	380	-	409	409	249	-
511340		WAGES-HOLIDAY PAY	7,734	3,081	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	3,109	1,870	-	-	-	-
SALARIES TOTAL			204,263	106,723	209,099	209,099	201,107	-
512141		SOCIAL SECURITY	15,065	7,851	15,901	15,901	15,098	-
512142		RETIREMENT (EMPLOYER)	14,276	6,740	14,219	14,219	13,273	-
512144		HEALTH INSURANCE	51,823	26,187	52,624	52,624	53,821	-
512145		LIFE INSURANCE	109	57	110	110	47	-
512150		FSA CONTRIBUTION	-	750	750	750	750	-
512173		DENTAL INSURANCE	3,025	1,605	3,240	3,240	3,240	-
FRINGE TOTAL			84,298	43,190	86,844	86,844	86,229	-
TOTAL SALARIES AND FRINGES			288,561	149,913	295,943	295,943	287,336	-
521218		ARBITRATOR	400	-	400	800	800	-
521219		OTHER PROFESSIONAL SERV	27,586	6,301	18,240	18,240	19,449	-
521220		CONSULTANT	-	-	2,500	5,000	5,000	-
521225		SECTION 125	4,754	12,260	21,600	7,000	22,264	-
521226		ERGONOMICS	120	-	250	250	250	-
521227		POSITION CLASSIFICATIONS	3,043	250	3,750	3,750	3,750	-
521228		LABOR NEGOTIATIONS	11,276	-	-	-	25,000	-
521229		RECRUITMENT RELATED	1,079	334	1,250	1,250	1,000	-
521296		COMPUTER SUPPORT	3,855	4,010	4,010	4,048	4,210	-
531105		FLEX PLAN SURPLUS	943	-	-	-	-	-
531243		FURNITURE & FURNISHINGS	299	-	-	-	-	-
531298		UNITED PARCEL SERVICE UPS	13	-	-	-	-	-
531303		COMPUTER EQUIPMT & SOFTWARE	2,807	915	1,100	3,500	1,500	-
531311		POSTAGE & BOX RENT	290	136	350	350	300	-
531312		OFFICE SUPPLIES	1,391	156	1,330	1,330	730	-
531313		PRINTING & DUPLICATING	1,160	494	1,000	1,000	1,000	-
531314		SMALL ITEMS OF EQUIPMENT	-	339	300	-	-	-
531323		SUBSCRIPTIONS-TAX & LAW	206	229	1,600	1,600	1,600	-
531324		MEMBERSHIP DUES	505	440	510	510	510	-
531326		ADVERTISING	77	-	250	125	-	-
531357		EMPLOYEE RECOGNITION	458	783	6,000	6,000	6,000	-
532325		REGISTRATION	1,054	584	1,980	1,980	1,725	-
532332		MILEAGE	596	442	579	579	433	-
532334		COMMERCIAL TRAVEL	-	-	500	500	500	-
532335		MEALS	115	80	370	370	307	-
532336		LODGING	550	535	2,110	2,110	2,056	-
532339		OTHER TRAVEL & TOLLS	21	38	-	-	190	-
532350		TRAINING MATERIALS	1,720	1,471	4,000	4,000	2,000	-
533225		TELEPHONE & FAX	96	23	70	170	70	-
571004		IP TELEPHONY ALLOCATION	389	274	547	547	595	-
571005		DUPLICATING ALLOCATION	1	588	1,178	1,178	450	-
571007		MIS DIRECT CHARGES	1,049	-	-	-	-	-
571009		MIS PC GROUP ALLOCATION	5,915	3,861	7,722	7,722	5,775	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	2,331	1,161	2,323	2,323	2,413	-
591519		OTHER INSURANCE	1,174	568	1,156	1,156	1,131	-
592006		WRS INTEREST	9	-	-	-	-	-
OPERATING EXPENDITURES			75,282	36,252	86,973	77,386	111,008	-
EXPENDITURES TOTAL			363,843	186,165	382,916	373,329	398,344	-
REVENUES			20	185,448	370,929	370,929	398,344	-
EXPENDITURES			363,843	186,165	382,916	373,329	398,344	-

HUMAN RESOURCES-2016 BUDGET

Account Number	Sub	Description	2014 Actual	2015 6-Month Actual	2015 Estimated	2015 Amended	2016 Admin	2016 Adopted
TOTAL BUSINESS UNIT-41-HUMAN RESOURCES			363,823	717	11,987	2,400	-	-
42-SAFETY								
REVENUES								
411100		GENERAL PROPERTY TAXES	-	22,826	45,253	45,253	44,293	-
474106		INTERGOVT SHARED SERVICES	19,734	13,053	41,207	41,207	42,680	-
REVENUES TOTAL			19,734	35,679	86,460	86,460	86,973	-
EXPENDITURES								
511110		SALARY-PERMANENT REGULAR	27,698	23,872	53,878	53,878	55,878	-
511310		WAGES-SICK LEAVE	-	1,068	-	-	-	-
511320		WAGES-VACATION PAY	1,017	276	-	-	-	-
511340		WAGES-HOLIDAY PAY	1,406	819	-	-	-	-
511350		WAGES-MISCELLANEOUS(COMP)	786	456	-	-	-	-
SALARIES TOTAL			30,907	26,491	53,878	53,878	55,878	-
512141		SOCIAL SECURITY	2,356	1,942	4,122	4,122	4,275	-
512142		RETIREMENT (EMPLOYER)	2,159	1,801	3,664	3,664	3,688	-
512144		HEALTH INSURANCE	8,570	7,921	15,902	15,902	17,273	-
512145		LIFE INSURANCE	5	14	36	36	28	-
512150		FSA CONTRIBUTION	-	250	250	250	250	-
512173		DENTAL INSURANCE	513	535	1,080	1,080	1,080	-
<bfringe b="" total<=""></bfringe>			13,603	12,463	25,054	25,054	26,594	-
TOTAL SALARIES AND FRINGES			44,510	38,954	78,932	78,932	82,472	-
531243		FURNITURE & FURNISHINGS	220	-	-	-	-	-
531311		POSTAGE & BOX RENT	-	-	-	20	-	-
531312		OFFICE SUPPLIES	56	4	10	-	25	-
531313		PRINTING & DUPLICATING	-	-	-	50	25	-
531314		SMALL ITEMS OF EQUIPMENT	-	2,082	2,200	2,200	-	-
531323		SUBSCRIPTIONS-TAX & LAW	-	-	1,200	1,200	300	-
531324		MEMBERSHIP DUES	-	210	210	-	220	-
532325		REGISTRATION	15	805	805	610	1,010	-
532332		MILEAGE	19	52	75	75	75	-
532335		MEALS	-	63	75	75	75	-
532336		LODGING	-	56	140	140	164	-
532339		OTHER TRAVEL & TOLLS	8	-	-	-	-	-
532350		TRAINING MATERIALS	-	698	1,680	1,680	750	-
571004		IP TELEPHONY ALLOCATION	130	92	183	183	198	-
571009		MIS PC GROUP ALLOCATION	-	454	908	908	963	-
571010		MIS SYSTEMS GRP ALLOC(ISIS)	-	194	387	387	402	-
591519		OTHER INSURANCE	22	74	74	-	294	-
OPERATING EXPENDITURES			470	4,784	7,947	7,528	4,501	-
594820		CAP OTHER	-	-	-	-	6,000	-
CAPITAL OUTLAY EXPENDITURES			-	-	-	-	6,000	-
EXPENDITURES TOTAL			44,980	43,738	86,879	86,460	92,973	-
REVENUES			19,734	35,679	86,460	86,460	86,973	-
EXPENDITURES			44,980	43,738	86,879	86,460	92,973	-
TOTAL BUSINESS UNIT-42-SAFETY			25,246	8,059	419	-	6,000	-
REVENUES			19,754	221,127	457,389	457,389	485,317	-
EXPENDITURES			408,823	229,903	469,795	459,789	491,317	-
TOTAL HUMAN RESOURCES DEPARTMENT			389,069	8,776	12,406	2,400	6,000	-