

Agenda - Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 205 and Videoconference
Jefferson, WI 53549

Tuesday, November 17, 2020 @ 8:30 a.m.

Join Zoom Meeting: https://zoom.us/j/99844092381 Meeting ID: 998 4409 2381# One tap Mobile: 1-301-715-8592, 998 4409 2381# Dial by your location: 1-301-715-8592

Committee Members: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary; Brandon White, and Michael Wineke, 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. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Communications
7. Approval of October 7, 2020, Human Resources Committee Minutes
8. Update on COVID-19 case management and policy decisions and/or suspensions
9. Discussion and possible action concerning the COVID-19 Temporary Telecommuting Guidelines
10. Discussion and possible action extending or modifying Resolution 2020-14, Approving Temporary Suspension of Personnel Policy Provisions
11. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(g), "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" for the purpose of discussing a possible employment law claim against Jefferson County.
12. Reconvene into open session for possible action on items discussed in closed session
13. Set next meeting date and agenda items
14. Adjournment

Next scheduled meetings:
Tuesday, December 15, 2020 at 8:30 a.m.

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this 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

Wednesday, October 7, 2020 @ 8:00 a.m.

Jefferson County Courthouse, Room 205 and virtual via zoom.us/j/92140896205

1. Call to Order: Meeting called to order by Chair James Braughler at 8:00 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary (virtual); Brandon White (virtual); Michael Wineke, Vice Chair. **Quorum established.** Others staff present: Karen Mundt, Benefits Administrator (virtual); Terri Palm-Kostroski, Human Resources Director; Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator at 8:30am. Members of the public present: none.
3. Certification of compliance with the Open Meetings Law: Confirmed by T. Palm-Kostroski.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Communications: Three retirements reviewed by T. Palm-Kostroski.
7. Approval of September 15, 2020, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee September 15, 2020, minutes as presented. Second by M. Wineke. Motion passed 5:0.**
8. Discussion and possible action concerning eligibility and plan design for retiree health coverage. **Motion by J. Fitzgerald to approve forward the resolution to County Board for consideration to offer retirees only a \$4000/\$8000 deductible and only offer coverage until employee is Medicare eligible. Second by M. Wineke. Motion passed 5:0.**
9. Discussion and possible on amending Resolution 2004-50 regarding insurance coverage for County employees on active military duty and their families and Resolution 2004-51 regarding vacation accrual for County employees on active military duty. **Motion by M. Wineke to approve no changes to the resolutions and incorporate into final personnel policy and not return to Human Resources annually as resolutions. Second by B. White. Motion passed 5:0.**
10. Discussion of Personnel Ordinance HR0690(F) and (H), Vacation. Discussion from T. Palm-Kostroski and B. Wehmeier regarding the current limit of carryover of vacation as it relates to COVID-19. Certain positions may need special consideration and additional vacation may be granted based on COVID circumstances and within the temporary authority given to the County Administrator to temporarily suspend personnel policies. **Discussion only.**
11. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(g), "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" for the purpose of discussing employment issues. **No closed session needed.**
12. Set next meeting date and agenda items: Tuesday, October 20, 2020, at 8:30 a.m. and Tuesday, November 17, 2020, at 8:30 a.m. to possibly include consideration of Retiree Dean Health insurance options for 2021 and beyond, COVID-19 updates, and temporary suspension of policies.
13. Adjournment. **Motion by M. Wineke to adjourn. Second by J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 8:35 a.m.**

COVID-19 Temporary Telecommuting Guidelines

These guidelines provide assistance to departments when establishing telecommuting for employees whose responsibilities can be performed outside the traditional office setting or work hours during the COVID-19 crisis. There are some positions within Jefferson County that require the employee to be physically present in the workplace. Examples of these essential roles include but are not limited to: Public Health professionals, law enforcement, dispatchers, and building services personnel. A department's decision as to whether a telecommuting arrangement is feasible will depend upon:

- The employee's job responsibilities—if certain tasks and assignments can be performed at home
- Availability of necessary equipment and materials to perform the work
- The home environment—if it is one in which the employee can work productively and safely.

When telecommuting, employees are still obligated to comply with all Jefferson County rules, policies and procedures. Violation of such rules, policies and procedures may result in immediate cessation of telecommuting arrangement, and possible corrective action. Telecommuting does not change the terms and conditions of employment with Jefferson County and County and department demands remain a priority.

Employees are to accurately record all hours worked to ensure compliance with the recordkeeping and overtime requirements of the law. Employees who are hourly (non-exempt) may substitute vacation, holiday or compensatory time, or take voluntary furlough, if workload precludes working a full-time schedule. Sick pay will be considered on a case-by-case basis *after* 40 hours of other accrued time is used. Employees may also return to the worksite if additional hours would be available, unless notified otherwise.

Employees who are exempt shall use vacation, holiday, random hours or compensatory time for any work performed under 40 hours/week in accordance with public accountability laws. Sick pay will be considered on a case-by-case basis *after* 40 hours of other accrued time is used. By signing the COVID-19 Temporary Telecommuting Agreement, exempt employees wishing to take unpaid time acknowledge that it is a voluntary furlough and salary for that week will be reduced accordingly.

Employees must ensure the safekeeping of all County documents, systems and equipment. Restricted access and confidential material may not be taken out of the office or remotely accessed without approval by the department head.

Employees will ensure the designated work space is appropriate, in a safe condition free from hazards and free from distractions (i.e. TV, family, etc). Employees are eligible for Workers' Compensation when telecommuting, and must follow the county's procedure for reporting job-related injuries. The County assumes no responsibility for costs or damage to personal equipment as a result of the telecommuting arrangement.

Non-work activities may not interfere with temporary telecommuting arrangement. Jefferson. Jefferson County reserves the right to monitor work activity.

Telecommuting requires telephone access via landline or cellular telephone for communication with other employees, vendors or agents. In addition, internet connectivity at the employee's remote access location is required. The County will not be responsible for payments for internet connection or cellular service.

Employees shall use Jefferson County issued equipment to access County email and systems via the Virtual Private Network. The use of equipment, software and supplies provided by the County is limited to use by authorized personnel and for purposes relating to County business.

Once a determination is made that a telecommuting arrangement is feasible, supervisors should determine:

- The job duties that will be performed during telecommuting hours
- The expected work schedule and work hours including availability for calls, if needed
- How necessary communications will be maintained
- Potential problem areas and plan for how to handle those problems
- How safety and security of sensitive data are to be maintained

A telecommuting arrangement may be discontinued by the department head with or without notice. At a minimum, the arrangement will be reviewed when the COVID-19 crisis comes to an end. A telecommuting arrangement that continues beyond the end of this emergency shall be considered on a case-by-case basis and only with approval of the Department Head, Human Resources Director and County Administrator.

Please select the following link to complete the COVID-19 Temporary Telecommuting Request Form: <https://jeffersonco.seamlessdocs.com/f/COVID19telecommuterequest>.

RESOLUTION NO. 2020-14

Approving Temporary Suspension of Personnel Policy Provisions

Executive Summary

During the COVID-19 pandemic, the County Administrator, Benjamin Wehmeier, under the authority of the County's Emergency Declaration, temporarily suspended personnel policy provisions to address the safety and well-being of Jefferson County employees, clients and customers, and the general public. This included attendance provisions as authorized in Section HR045(C) of the Personnel Ordinance, but also policies and procedures regarding employee travel and leave of absences. As Jefferson County, Wisconsin, and the United States begin "opening up America again," it is necessary to maintain flexibility with the current policy suspensions as well as possible suspension of other policies, such as Personal Protective Equipment (PPE). Therefore, the County Administrator requests approval of the current suspension of policies and the authorization to continue to monitor and amend personnel policies, that will extend beyond the term of the County's Emergency Declaration, while transitioning employees back to work and to do so in a safe manner within the guidelines and requirements of the Center for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), the Equal Employment Opportunity Commission (EEOC), and the Department of Labor (DOL).

A summary of current temporary suspended policies are as follows:

School and Day Care Cancellations:

Employees who have children in schools or day cares that have been cancelled, and whose children are not old enough to care for themselves, will be allowed time off from work without being penalized. However, in turn, we are asking employees to try to locate other care for their children that you are comfortable with, such as a relative or neighbor. If possible, employees will be required to work an alternate arrangement, such as a different shift or remote work. If the only option available for the employee is to take time off of work, employees will be allowed to use up to 120 hours of voluntary furlough, with approval of your department head. Employees may also use vacation pay, floating holiday pay, random hours, or compensatory time, prior to using unpaid time. Sick pay may be used only after 40 hours of other accruals are used. Voluntary furlough can be used at any time during the absence for school and day care closings. The voluntary furlough hours may be taken in as small as 15 minute increments, pending approval of your department head.

Travel Out-of-State, Personal:

Employees who travel out of state shall report the travel to the supervisor and Human Resources prior to leaving. This should include where they are traveling, the dates of travel, the mode of travel, and activities planned during travel. Providing there is no extended period in a "hot spot" (i.e. NYC), upon return the employee shall self-quarantine if he/she, or any member traveling with, is experiencing flu-like symptoms for up to 14 days. Employees shall work remotely if possible during this time, use voluntary furlough or other accrued time. It should be noted that employees are not eligible for the Emergency Paid Sick Leave Act unless they have been ordered to be tested or self-quarantine by a health care provider or under a local or state order. If no symptoms exist, the employee shall self-monitor daily and immediately report any symptoms to their supervisor and Human Resources and leave the workplace until further instruction. While at the workplace, the employee shall practice social distancing at all times and wear a face covering for the 14 days following return from travel.

Travel Out-of-State, Work-Related:

All work-related, out-of-state travel is prohibited at this time, unless pre-approved by the County Administrator.

Quarantine due to Contact with the COVID-19 Virus, Personal: If an employee must be quarantined due to coming in contact with an individual infected with the COVID-19 virus, and it was not within the course of your employment, employees may be allowed to telecommute with the permission of the department head. Employees will be allowed to use any available accrued benefited time or compensatory time and may be eligible for the Emergency Paid Sick Leave Act.

Quarantine due to Contact with the COVID-19 Virus, Work Time, Non-Occupational: If an employee must be quarantined due to coming in contact with an individual infected with the COVID-19 virus, and it is determined that this occurred while at work (not necessarily because it was an occupational contact as defined under Workers Compensation), employees may be allowed to telecommute with the permission of the department head. Employees will be allowed to use any available accrued benefited time or compensatory time and may be eligible for the Emergency Paid Sick Leave Act.

Quarantine due to Contact with the COVID-19 Virus, Work Time, Occupational: If an employee must be quarantined due to coming in contact with an individual infected with the COVID-19 virus, and it is determined that this occurred while at work and as an occupational hazard of the work (e.g. Public Health Nurse who is expected to treat infected employees), employees should fill out a first-report-of injury form and may be eligible for workers' compensation. Employees may be allowed to telecommute with the permission of the department head and/or be allowed to use accrued benefited time or compensatory time.

Reporting to Work Sick: Employees who are sick need to stay home. If an employee reports to work with, or while at work develops, a fever, upper respiratory symptoms such as difficult breathing or cough, vomiting, diarrhea, or other infectious symptoms will be sent home and allowed to use sick pay or other accrued time.

Family Members who are Required to Quarantine: If a family member is required to quarantine because of potential exposure or travel history and is awaiting test results or to see if they get symptoms, it is currently not expected that the entire family quarantine. Instead, it is recommended to practice social distancing within their home. If the results came back positive, or the person develops symptoms, then the entire household/contacts would be expected to isolate themselves.

Sick Leave: With the approval of the department head, new employees may access sick pay immediately (prior to the 6-month probationary period). Also, with the approval of Human Resources and/or County Administrator, employees may be able to use accruals already earned for 2021. But, employees need to realize this will reduce the amount of vacation received in January, 2021.

Voluntary Furlough: With Department head approval, employees may use unlimited amount of voluntary furlough prior to utilizing accrued benefits. During this specific time only with voluntary furlough, the County will continue to calculate your benefits based on the unpaid voluntary furlough and will continue your health/dental insurance, providing the employee continues to pay his/her share of premiums.

Face Masks: Although Jefferson County has not implemented mandatory face covering at this time for all employees, the County Administrator has authorized department heads to make this determination, either on a department-wide basis or by position. If a department head implements a mandatory face covering requirement, the department head should provide Human Resources with an outline of the policy, including positions it pertains to and the general justification. Reasons may include positions that are unable to social distance themselves from others; position may have contact with clients/consumers/customers; working with high-risk populations; or other safety or operational reason.

Families First Coronavirus Response Act (FFCRA): As day cares have begun to reopen, employees who are covered under the Emergency Family Medical Leave Expansion Act (EFMLEA) will be periodically asked to re-verify that their day care coverage remains closed to help evaluate EFMLEA eligibility.

On June 16, 2020, the Human Resources Committee reviewed the request from the County Administrator to approve current suspensions of personnel provisions and to provide the County Administrator the authority to modify current suspensions or approve additional personnel provision suspensions to ensure the protection of employees, clients/customers, and the general public during the COVID-19 outbreak and recommended forwarding this resolution to the County Board for consideration.

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

WHEREAS, the purpose of this Resolution is to provide the flexibility to proactively prepare for employees to safely physically return to the workplace and to respond quickly to changes in COVID-19 guidelines from regulatory agencies, and

WHEREAS, it is the intent of this Resolution to approve current suspensions of personnel provisions and to provide the County Administrator the authority to modify current suspensions or approve additional personnel provision suspensions to ensure we protect employees, the customers we serve, and the general public during the COVID-19 outbreak.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisor approves the current suspensions of personnel provisions and authorizes the County Administrator the authority to modify current suspensions or approve additional personnel provision suspensions to ensure the protection of employees, clients/customers, and the general public through December 31, 2020, during the COVID-19 outbreak.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Human Resources Committee shall meet in December, 2020, to review this resolution and are authorized to extend the County Administrator's ability to temporarily suspend personnel provisions as may be deemed necessary.

NOW, THEREFORE, BE IT FURTHER RESOLVED that if the Human Resources Committee is not able to meet in December, 2020, this resolution will be extended until the next time the Human Resources Committee is able to meet

Fiscal Note: The fiscal impact is unknown at this time.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

06-16-2020

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