

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

Tuesday, September 21, 2021 @ 8:30 a.m.

Join Zoom Meeting:

<https://zoom.us/j/94682887058?pwd=VUpnY1lFOGU4VEVjZFFNREdycU1TUT09>

Meeting ID: 946 8288 7058

Passcode: 427144

One tap Mobile: **1-312-626-6799, 946 8288 7058#**

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 August 17, 2021, Human Resources Committee Minutes
8. Discussion and possible action to approve the 2021 Classification Market Study
9. Discussion and possible action approving Seasonal and Non-Classified position rates for 2022
10. Discussion and possible action concerning eligibility for retiree health coverage
11. Discussion and possible action 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
12. Update and discussion concerning COVID policy and trends for Jefferson County employees
13. Discussion on President Biden's Executive Order mandating vaccinations and/or weekly testing for certain employees
14. Review of August 2021 monthly financial reports for Human Resources and Safety
15. Report from Human Resources Director:
 - a. Vacant position requests
 - b. Emergency Help requests
 - c. Additional steps, benefits, and bonuses provided to employees
 - d. Summary of reclassification requests
 - e. Update of Human Resources activities in August, 2021
16. Set next meeting date and agenda items, including consideration to change the meeting time for the October meeting
17. Adjournment

Next scheduled meetings:

Tuesday, October 19, 2021, at 8:30 a.m.

Tuesday, November 16, 2021, 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
Tuesday, August 17, 2021 @ 8:30 a.m.
Jefferson County Courthouse, Room 205 and virtual via zoom

1. Call to Order: Meeting called to order by Chair James Braughler at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary (virtual); Brandon White (virtual); Michael Wineke, Vice Chair. **Quorum established.** Other staff present: Kathleen Cauley, Human Services Director (virtual); Donald Hunter, Captain; Paul Milbrath, Sheriff; Terri Palm-Kostroski, Human Resources Director; Paul Milbrath, Sheriff; J Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator (virtual). Members of the public present: None.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Item #9 on agenda not noticed timely, no discussion or action will take place. Item #12 and #13 on agenda will be moved after item #7 on agenda.
5. Public Comment: None.
6. Communications: K. Cauley discussed the need for a Psychiatric Nurse Practitioner/Prescriber at Human Services, which is included in the 2022 budget requests. County Administrator will present request to County Board in September. 2022 Dean Health Insurance rates shared with Committee in conjunction with item #11 on agenda.
7. Approval of June 15, 2021, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee June 15, 2021, minutes as presented. Second by M. Wineke. Motion passed 5:0.**
8. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter..." for the purpose of discussing a Stipulation and Order imposing discipline on an employee(s) of the Sheriff's Office. *There will be three items for discussion. Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: Captain Hunter, Sheriff Milbrath; Human Resources Director Palm; Chief Deputy Parker, Corporation Counsel Ward, Administrator Wehmeier.* **Motion by M. Wineke to convene into closed session pursuant to Wisconsin Statute section 19.85 (1)(b). Second by J. Fitzgerald. Braughler, Aye; Fitzgerald, Aye; Wineke, Aye; White, Aye; Payne, Aye. Convened into closed session at 8:39a.m.**
9. Reconvene into open session for possible action on approving a Stipulation and Order imposing discipline on an employee(s) of the Sheriff's Office. **Motion by J. Fitzgerald to convene into open session. Second by M. Wineke. Motion passed 5:0. Convened into open session at 9:05 a.m.**
 - a. **Motion by L. Payne to approve each of the three Stipulation and Orders as recommended by Sheriff Milbrath. Second by B. White. Motion passed 5:0.**
10. Discussion of the Position Market Study and possible action selecting market placement. Discussion only. **No action taken.**
11. Discussion and possible action creating a Psychiatric Nurse Practitioner/Prescriber position at the Human Services Department. No discussion or action. Not noticed timely.
12. Discussion and possible action selecting CLF Asset Management, contracted with Wisconsin Counties Association,

to offer a voluntary benefit of Retirement and Long-term Care Planning for County employees and elected officials. A brief video presentation was shared reviewing handouts distributed. **Motion by M. Wineke to approve offering a voluntary benefit of Retirement and Long-term Care Planning for County employees and elected officials through CLF Asset Management and subsidized through Wisconsin Counties Association. Second by J. Fitzgerald. Motion passed 5:0.**

13. Update and discussion of 2022 personnel requests and insurance forecasts for 2022 and future years. T. Palm-Kostroski updated committee on various new position requests and the 2022 insurance rates. Further discussion regarding future year increases. J. Fitzgerald suggested re-forming insurance committee. **No action taken.**

Note: B. White excused at 9:45 a.m.

14. Review of July 2021 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
15. Report from Human Resources Director. Palm-Kostroski reviewed report, included in packet. **No action taken.**
16. Set next meeting date and agenda items: Tuesday, September 21, 2021, 8:30 a.m. Items to be determined. *Note: J. Fitzgerald excused for September 21, 2021, meeting.*
17. Adjournment **Motion by M Wineke to adjourn. Second by J. Fitzgerald. Motion passed 4:0. Meeting adjourned at 9:55 a.m.**

PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

January 2021 – December 2021

Seasonal Workers: Fair, Highway and Parks (less than 6 months with a complete 6 month break before return)	\$11.00 starting with \$.25/year returning with a maximum at \$12.00
Fair week: Laborers and general office	\$10.00 starting with \$.25/year returning with a maximum at \$11.00
Fair week Financial staff	\$11.50 starting with \$.25/year returning with a maximum at \$12.50
Interns/Co-op students	\$8.75-\$15.00, pending internship level and with Co. Admin approval
Veteran Service Clerk	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
UW Extension Summer 4-H staff	\$11.00
WIC Breastfeeding Peer Counselors	\$13.00 starting with \$.25/year returning with a maximum at \$14.00
ME Investigators, Part-time	\$14.00 starting with \$.25/year returning with a maximum at \$15.00
Emergency Help	varies as determined by County Administrator or designee

PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

January 202~~2~~⁴ – December 202~~2~~⁴

Seasonal Workers: Fair, Highway and Parks \$~~150~~⁵⁴.00 starting with \$.25/year returning with a maximum at \$~~162~~⁶².00
(less than 6 months with a complete 6 month break before return)

Fair week: Laborers, financial -and general office \$~~150~~⁵⁰.00 starting with \$.25/year returning with a maximum at \$~~164~~⁶⁴.00

~~Fair week Financial staff \$11.50 starting with \$.25/year returning with a maximum at \$12.50~~

Interns/Co-op students \$8.75-\$15.00, pending internship level and with Co. Admin approval

~~Veteran Service Clerk \$8.75 starting with \$.25/year returning with a maximum at \$9.75~~

UW Extension Summer 4-H staff \$~~154~~⁵⁴.00 starting with \$.25/year returning with a maximum at \$16.00

WIC Breastfeeding Peer Counselors \$~~153~~⁵³.00 starting with \$.25/year returning with a maximum at \$~~164~~⁶⁴.00

ME Investigators, Part-time \$~~154~~⁵⁴.00 starting with \$.25/year returning with a maximum at \$~~165~~⁶⁵.00

Emergency Help varies as determined by County Administrator or designee

RESOLUTION NO. 2021-_____

Amending the Retiree Addendum to the Group Master Policy with Dean Health Plan, reducing the eligibility for retirees to under the age of 65 or Medicaid/Medicare eligible

Executive Summary

On September 11, 2018, the County Board entered into an Intergovernmental Cooperation Agreement to authorize a consortium for joint purchasing of employer benefits and designated Dean Health Plan as the health insurance provider for the consortium, effective January 1, 2019.

Jefferson County offers health insurance to all eligible active employees through Dean Health Plan (DHP). In addition, as provided in the Retiree Addendum to the Group Master Policy, the County offers health insurance to an employee who is actively employed by the County, insured by a group plan offered by the County, and eligible for Wisconsin Retirement annuity or social security. Retired employees and their dependents may remain on the plan until the retiree dies or until the County cancels the policy. If the retiree dies, the spouse will be allowed to continue his/her coverage on the same terms as the retiree's coverage at the time of death. The retiree or surviving spouse is responsible for 100% of the health insurance premiums. The County reserves the right at any time and for any reason to amend the Plan, to modify plan benefits, or to terminate the Plan and discontinue benefits with respect to all retirees or any class of retirees. Retirees are currently offered the same plan designs as are offered to active employees.

As a step to curtail the increasing cost of health insurance while still offering an affordable plan in the marketplace, and in accomplishing a goal to be consistent with the majority of other members in the Intergovernmental consortium, the Human Resources Director and County Administrator are recommending an amendment to the retiree health coverage plan design as follows:

1. The retired employee and his/her dependents may remain on the plan until the retiree reaches age 65 or becomes eligible for Medicare/Medicaid coverage;
2. If the retiree dies, the spouse and any dependents will be offered continuation of coverage as allowed through COBRA;
3. The Jefferson County Administrator, with the approval of the Human Resources Committee, will have the option to offer retirees a plan design which is different than what is offered to active employees. The plan or plans offered to retirees may change based on a number of factors, including premium rate increases and medical loss ratio analysis. The plan design(s) offered to retirees will be determined by the County Administrator no later than November 1 of each year and in alignment with others in the consortium.

On September 21, 2021, the Human Resources Committee reviewed the request from the Human Resources Director and County Administrator to amend the Retiree Addendum to the Group Master Health Policy with Dean Health Plan, as described above. The Human Resources Committee considered this resolution at its meeting on September 21, 2021, and recommended forwarding to the Jefferson County Board of Supervisors for approval.

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

WHEREAS, health insurance premiums cost the County \$5,679,356 in 2020, not including contributions to employees' health savings accounts; health insurance are forecasted for approximately \$6,064,359 in 2021; and health insurance premiums are budgeted for \$7,214,130 in 2022.

WHEREAS, continuing to include Jefferson County retirees in the same health insurance group as active employees will result in higher health insurance premium rates for active employees in the future, and

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that commencing on January 1, 2022, the retiree health coverage plan design is hereby amended as follows:

1. A retired employee and his/her dependents may remain on the plan until the retiree reaches age 65 or becomes eligible for Medicare/Medicaid coverage;
2. If a retiree dies, the spouse and any dependents will be offered continuation of coverage as allowed through COBRA;
3. The Jefferson County Administrator, with the approval of the Human Resources Committee, will have the option to offer retirees a plan design which is different than what is offered to active employees. The plan or plans offered to retirees may change based on a number of factors, including premium rate increases and medical loss ratio analysis. The plan design(s) offered to retirees will be determined by the County Administrator no later than November 1 of each year.

*Fiscal Note: Jefferson County conducts an actuarial study of its liability related to offering post-employment health benefits to retirees annually during the preparation of its audited financial statements. The liability is measured by calculating the net present value of all future payments associated with the current retirees in the plan. Although retirees contribute to the plan at employee rates, the premiums for retirees would be significantly higher if they purchased health insurance on the market. Therefore, the County is subsidizing the retiree premiums by allowing them to participate in the plan at reduced rates. **The projected cost of continuing to offer the current retiree health insurance plan will be \$5,212,613** based on the number of retirees in the plan as of December 31, 2019. The financial impact of this resolution cannot be determined at this time, however it is expected to produce significant savings in health insurance premiums and a reduction of the post-employment health insurance liability in the future when the results of experience under this change can be measured.*

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

10-12-2021

REVIEWED: County Administrator _____; Corporation Counsel _____; Finance Director _____

RESOLUTION NO. 2004-50

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

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

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

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

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

AYES 27

NOES 1 (Hoeft)

ABSENT 2

RESOLUTION NO. 2004-51

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

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

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

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

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

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

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

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

AYES 25

NOES 3 (Buchanan, Hoeft, Weiss)

ABSENT 2

Requested by
Human Resources Committee

10-12-04



**JEFFERSON COUNTY
HUMAN RESOURCES**

311 South Center Ave - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Human Resources Director

CASEY RADTKE
Benefits Administrator

JESSICA TUCKER
Human Resources Coordinator II

VACANT
Risk Manager/Safety Officer

TO: All Jefferson County Employees

FROM: Human Resources

DATE: July 1, 2021

RE: COVID Policy updates

On June 16, 2020, the Jefferson County Board of Supervisors approved Resolution 2020-14, Approving Suspension of Personnel Policy Provisions, which approved several suspensions of personnel provisions and authorized the County Administrator the authority to modify the current suspensions or approve additional personnel provision suspensions to ensure the protection of employees, clients/customers, and the public. The Human Resources Committee took action to extend the County Administrator's authority to modify or suspend personnel policies as deemed necessary through June 30, 2021.

Unless otherwise noted in the EXTENDED POLICY section below, the County Administrator's authority to implement temporary suspension of policy terminated effective midnight, June 30, 2021, and all other temporary suspended policies are returned to the pre-covid status. There are still practices that are highly encouraged to follow per CDC guidelines and entrust employees will make the best decisions to protect themselves and others against COVID-19. The following information discusses both areas of EXTENSIONS of policy and highly RECOMMENDED procedures.

Any questions regarding the safety of staff, consumers, clients, and public should be discussed with your supervisor and/or department head. If the issue is not satisfactorily resolved, please contact the Human Resources Director, who has been designated as the County's COVID Safety Program Coordinator.

A. EXTENDED POLICIES

1. Telecommuting: On June 15, 2021, the Human Resources Committee approved recommending an amendment to the Personnel Ordinance, creating a formal Telecommuting and Remote Work Policy. The proposed ordinance can be found in **Appendix A** and will be presented to County Board for adoption on July 13, 2021. If there are any questions, please submit them to

humanresources@jeffersoncountywi.gov. Until passage of a formal policy, the suspended temporary telecommuting practices will remain in place.

2. Compensatory Time for Public Health Nurses and Public Health Nurse Manager: The suspension of policy allowed Public Health Nurses and the Public Health Nurse Manager to accrue compensatory time on an hour-for-hour basis for COVID-19 related activities for the first five hours of actual hours worked over 40 hours per week and to be paid at a rate equal to the regular rate of pay, for any hours worked over 45 hours per week on COVID-19 related activities. **This practice will continue through midnight, Saturday July 3, 2021,** and will return to pre-covid policy effective 12:01am, July 4, 2021.

3. Extension of the Emergency Paid Sick Leave (PSLA) and Emergency Family Medical Leave Expansion Act (EFMLEA) as provided under the Americans Rescue Plan Act (ARPA). On May 18, 2021, the Human Resources Committee approved extending and modifying the PSLA and EFMLEA, allowing for paid leave for various reasons due to quarantine, isolation, school/day care closures, and vaccinations, as allowed under ARPA. This extension is only available retroactive to April 1, 2021, and through September 30, 2021. Employees who completed the COVID questionnaire form and/or the FFCRA request form and coded their timesheets as directed in previous communications will have any personal accrued time used replenished, retroactive to April 1, 2021. In addition, if employees used unpaid time for any eligible reason and have followed the necessary steps will be compensated for that time. The detailed policy can be found in **Appendix B** to address eligibility for paid leave through September 30, 2021.

4. Face Coverings. Employees working in the jail or at the Lueder Haus should continue to wear face masks when unable to social distance, regardless of vaccination status.

B. RECOMMENDED PRACTICES

Employees are asked to be considerate of others and are encouraged to participate in the safety practices described below.

1. **FACE MASKS.** Fully vaccinated employees and contractors no longer have to wear face masks, EXCEPT employees working in congregated areas such as the jail and the Lueder Haus. Employees not fully-vaccinated are encouraged to wear masks as recommended in CDC guidelines.
2. **PHYSICAL DISTANCING.** Fully vaccinated employees are not required to maintain social distancing, and unvaccinated employees are encouraged to maintain at least a distance of 3 - 6 feet in accordance with CDC guidelines. Employee should avoid those who appear to be demonstrating symptoms of COVID-19. If an individual is presenting symptoms consistent with COVID-19, they should remain home.

3. **EMPLOYEE HEALTH SCREENING PROCESS.** It is critical for employees to understand and be aware of COVID-19 symptoms. If an employee is experiencing symptoms of COVID-19 (without a separate diagnosed cause, e.g., asthma, allergies, etc.), that employee should not come to work. In addition, if an employee develops symptoms while at work, the employee should separate from others and leave work in a manner that reduces any contact with others. *It continues to be imperative for employees to communicate with their supervisors in situations like these.*
4. **PERSONAL SANITATION MEASURES.** Employees should continue to maintain good personal sanitation/hygiene, keeping the following in mind:
 - a. Frequent hand washing is the first line of defense against the spread of COVID-19. Employees should wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, or after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol. Avoid touching eyes, nose, and mouth.
 - b. Employees are encouraged to carry their own hand sanitizer and keep some at their workstations.
 - c. Employees are encouraged to bring their own water to minimize use and touching of water fountains (and to use the hands-free, bottle filling stations where available).
 - d. Employees should minimize or avoid sharing personal items and work supplies with others. This includes items such as phones, desks, work tools and equipment. Employees should clean and disinfect items between employees if sharing occurs.
 - e. In addition, the County has implemented the following measures to encourage people on the County's facilities to practice good sanitation/hygiene.
 - f. Hand sanitizer is available in various locations around County buildings.
 - g. Gloves will be made available to employees based on category of employment and job duties.
 - h. Hand washing and hygiene posters are displayed in various locations around facilities, including administrative buildings and restrooms.
5. **CLEANING AND DISINFECTING PROTOCOLS.** The County has implemented significant cleaning and disinfecting measures. Employees and departments are also expected to assist with cleaning their workspaces and other high touch surface areas in their physical work environments. Cleaner and disinfectant will continue to be provided in high traffic areas, as needed.
6. **ROOM CAPACITY.** County facilities will open up to 100% capacity. Any signage limiting room capacity due to COVID-19 may be removed.
7. **WELLNESS.** This pandemic can be stressful both personally and in the workplace. Employees should be mindful of their well-being and take steps to cope with this situation in a positive way (e.g., eat healthy, exercise, get sleep, talk with a trusted acquaintance, take breaks from the news and social media, etc.). The CDC has published information about [Coping with Stress](#) during this time. In addition,

employees are encouraged to visit the County's Employee Assistance Program, LifeMatters through Empathia at www.mylifematters.com or by calling 800-634-6433.

8. **VACCINATIONS.** Jefferson County is remaining supportive to employees who desire to receive the COVID vaccination. Employees vaccinated after April 1, 2021, and before October 1, 2021, will be compensated for the actual time required (for each dose of the series) to receive the COVID-19 vaccination, *providing it does not exceed the total number of hours for the scheduled work week. Any overage will be considered flex time.* Employees will need pre-approval from their supervisor and should use the Paid Leave Code with the Vaccine Activity Code, when completing their time sheet. This is available if the employee receives the vaccination organized by the County, or through their own health provider. Please complete the [ARPA REQUEST FORM](#) prior to receiving your immunization, for approval of the paid leave.

9. **ISOLATION AND QUARANTINE.**
 - a. Isolation Periods: Employees who test positive for COVID-19 will be required to isolate for 10 days from the onset of symptoms, or if no symptoms, 10 days from the date the test was taken. Employees should complete the [ARPA REQUEST FORM](#). Please note that the COVID-19 questionnaire form is no longer necessary. Human Resources will follow up with either the employee, the employee's supervisor, or both, to confirm the isolation period.

 - b. Quarantine When in Close Contact with Someone Positive for Covid-19: Employees fully vaccinated are no longer required to quarantine. Employees who work in congregate settings are still required to provide a negative test 5 – 6 days after contact. Employees should complete the [ARPA REQUEST FORM](#). Please note that the COVID-19 questionnaire form is no longer necessary. Human Resources will follow up with either the employee, the employee's supervisor, or both, to confirm the quarantine period.

10. **TRAVEL.** Employees will not be required to quarantine following domestic or international travel, regardless of vaccination status, unless the employee has COVID-like symptoms. If an employee travels, they should prepare for:
 - ✓ Changing travel restrictions.
 - ✓ New requirements for airline passengers traveling to the U.S. from a foreign country.
 - ✓ Staying in-place if become sick, which could mean isolating or quarantining at your travel destination, thereby postponing your return.
 - ✓ Planning for the impact of being away from your home for an extended period of time if required to isolate or quarantine in-place.

11. **QUESTIONS OR CONCERNS.** If an employee has or may have a need for leave or disability accommodations related to COVID-19, the employee should contact Human Resources. Or, if an employee has questions or concerns regarding safety while at work in light of the pandemic or this plan, those issues should be discussed with their supervisor and, if not resolved, Human Resources should be contacted.

APPENDIX B

AMERICAN RESCUE PLAN ACT

On March 11, 2021, President Joe Biden signed into law the American Rescue Plan Act (ARPA) of 2021, to provide economic relief during the coronavirus pandemic. Several provisions of the law directly affect employers. On May 18, 2021, the Human Resources Committee approved extending and modifying the Paid Sick Leave Act and the Emergency Family Medical Leave Act, in accordance with ARPA. This leave is retroactive to April 1, 2021, and will continue through September 30, 2021.

I. The Emergency Paid Sick Leave Act (PSLA)

A. Employee eligibility: All employees. Full-time employees may receive up to two weeks (80 hours) of paid sick leave benefits to be used for COVID-19-related absences. Part-time employees receive a pro-rated paid sick leave benefit based on the number of hours worked on average over a two-week period. The full benefit is available for immediate use.

B. Qualifications: The employee must be unable to work or telecommute because:

- a. The employee is subject to a federal, state, or local COVID-19 quarantine or isolation order;
- b. The employee is advised by a health care provider to self-quarantine for COVID-19 concerns;
- c. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- d. The employee is being vaccinated for Covid or is recovering from side effects related to vaccination;
- e. The employee is seeking or awaiting the results of a COVID-19 test or diagnosis, or the employer has requested a test or diagnosis.
- f. The employee is caring for an individual who is under a COVID-19 quarantine or isolation order or has been advised by a health care provider to self-quarantine;
- g. The employee is caring for a child whose school or childcare provider has been closed or is unavailable because of COVID-19;
- h. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

C. Pay During Leave:

- a. For reasons 3(a) to (e) above, pay is at the employee's regular rate, up to \$511 per day and/or \$5,110 in the aggregate.

- b. For reasons under 3(f), (g), or (h) above, pay is two-thirds the employee's regular rate of pay, up to \$200 per day and/or \$2,000 in the aggregate.
- c. If the employee does not have a set schedule of hours, paid sick leave is based on the average number of hours the employee was scheduled per day over the six-month period prior to use of the leave.
- d. Employees cannot be required to exhaust other forms of paid leave before using the FFCRA paid leave.
- e. Paid sick leave for purposes specified in the law ends upon termination of the qualifying event. It does not carry over year to year and unused leave is not paid out.

D. Benefits During Leave: Benefits will continue as actively working during this leave.

E. Procedure for Requesting Leave and Certification:

The Paid Sick Leave Law requires that the employee give notice to the employer of the desire to use the available paid time. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives Emergency Paid Sick Leave in order to continue to receive such leave.

Please refer to Procedures as set forth in Section I for access to request forms, [Emergency Family Medical and Leave Expansion Act](#).

- F. **Return to Work:** Employees will not be required to provide a return-to-work notice unless specifically requested by Human Resources. Employees who experience virus symptoms (cough, fever, sore throat, shortness of breath) should be symptom free for 48-hours prior to returning to work.
- G. **Enforcement:** Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. An employee is encouraged to consult with Human Resources regarding any questions or concern.

An employee may not carry over any unused Emergency Paid Sick Leave. Further, upon an employee's separation from employment, any unused Emergency Paid Sick Leave is forfeited.

II. **Emergency Family and Medical Leave Expansion Act (EFMLEA):**

- A. **Employee eligibility:** Employed by Jefferson County for at least 30 calendar days.
- B. **Qualifications:** A “qualifying need” includes the same reasons permitted for Paid Sick Leave as outlined in section I.B. above.
- C. **Pay During Leave:** Employees are paid two-thirds of their regular rate of pay, up to \$200 per day and \$12,000 in the aggregate.
- D. It is important to note that while an employee is entitled to 12 weeks of leave under the EFMLEA, the length of the leave is reduced by any FMLA Leave previously taken by the employee – this is not a separate 12-week entitlement. In other words, the Emergency Leave for childcare purposes is automatically reduced by the amount of leave an employee has already taken in the current administrative year, without regard to the reason for the previous leave.
- E. **Benefits During Leave:** Benefits during leave will be applied as benefits under HR0430, Family Medical Leave Act and Family Leave Act.
- F. **Employee Status after Leave:** The FMLA’s job protected leave requirements and anti-retaliation provisions also apply to EFMLEA scenarios. Employees are entitled to reinstatement to the same or equivalent position once the leave ends.
- G. **Procedure for Requesting Leave and Certification:** Employees are required to provide oral or written notice for leave no later than after the first workday for which an employee receives EFMLEA in order to continue to receive such leave. Employees shall provide information on the Amended Extension of FFCRA Request form that will be used specifically for the purposes under the American Rescue Plan Act. Forms can be found on Seamless Docs link [here](#), by calling Human Resources at X8634 or emailing humanresources@jeffersoncountywi.gov.
- H. **Return to Work:** Employees will not be required to provide a return-to-work notice unless specifically requested by Human Resources. Employees who experience virus symptoms (cough, fever, sore throat, shortness of breath) should be symptom free for 48-hours prior to returning to work.
- I. **Enforcement:** Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. An employee is encouraged to consult with Human Resources regarding any questions or concern. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.



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President Biden COVID-19 Action Plan Calls for Vaccine Mandates and Other COVID-19 Safety Measures

Sep 10 2021

President Biden COVID-19 Action Plan Calls for Vaccine Mandates and Other COVID-19 Safety Measures

Posted By: Doris E. Brosnan

Legal Update

Health Law & Business and Corporate Law & Labor and Employment & School Law & Government Law & COVID-19 von Briesen Task Force

On September 9, 2021, President Biden issued his “Path Out of the Pandemic” COVID Action Plan (the “Plan”), which, among other mandates, calls upon the Occupational Safety and Health Administration (“OSHA”) to create and issue Emergency Temporary Standards requiring employers with 100 or more employees to require either COVID vaccinations or weekly COVID testing for unvaccinated workers, as well as to provide paid time off for employee vaccinations or to recover from receiving the vaccination.

The Plan also requires the Centers for Medicare & Medicaid Services (“CMS”) to require COVID vaccinations for employees in health care centers that receive Medicare or Medicaid reimbursement, including hospitals, dialysis centers, ambulatory surgery centers, and home health agencies. CMS had already announced in August that it was developing an interim final rule that would require vaccinations for employees of nursing homes, and CMS will now expand this rule to include other health care entities.

As part of the Plan, the President also signed two Executive Orders, one requiring all federal executive branch workers to be COVID vaccinated and a second requiring COVID vaccinations of employees of federal contractors and subcontractors. The President had previously ordered mandatory vaccinations to all employees of several major federal agencies, including the Departments of Defense and Veterans Affairs.

With respect to schools, the Plan mandates vaccinations for teachers and employees of Head Start programs and other schools run by federal agencies. The Plan calls on state governors to mandate vaccines for teachers and other school employees, but is silent as to vaccine mandates for children.

The Plan has other provisions designed to provide more access to COVID tests, funding for COVID safety measures, and improved care for those with COVID,

including increasing support for over-burdened hospitals.

Yesterday's announcement puts employers on notice of major changes coming, but the Plan itself also leaves many questions unanswered. Here are some of those questions and their answers, at least as of now:

1. Does the Plan require employers with more than 100 employees to mandate vaccines now?

No. The Plan has asked OSHA to issue Emergency Temporary Standards, which under the Administrative Procedure Act requires a process of notice and comment periods. In January 2021, the President ordered OSHA to create new COVID-19 standards for health care employers, and those did not become effective until June 2021. While the process may not take that long this time, we know that these new standards will not appear overnight.

2. The Plan states that employers will be able to offer weekly COVID testing as an alternative to vaccines. Who will pay for that?

The Plan does not answer the question of who will pay for mandatory COVID testing as an alternative to vaccines, but the Plan provides that it will be the responsibility of the employee to produce a negative test result on at least a weekly basis before coming to work. As it does for most of its safety regulations, OSHA could require employers to bear the cost of such testing or put the imposition on the unvaccinated employee. It is also possible that the federal government will extend its COVID-related employer tax credits and expand them to include such COVID testing.

3. Will the vaccine and/or testing mandate include remote employees?

This is another question not answered by the Plan. The Plan itself states: "...or require any workers who remain unvaccinated to produce a negative test result on at least a weekly basis before coming to work." (Emphasis added). This could mean that remote workers who never "come to work" may be excluded from this mandate.

4. Will health care employers or federal contractors be able to allow weekly testing as an alternative to vaccines?

There is no indication in the Plan that health care employers, who will receive their vaccine mandate through the CMS, will be able to provide weekly testing as an alternative. Again, we will have to wait until the standards are issued before knowing the answer to this question. With respect to federal contractors, the Executive Order does not provide weekly testing as a substitute for vaccines.

5. What about employees who will request exemptions from the vaccine for religion or medical reasons?

The OSHA and CMS mandates and the Executive Orders cannot bypass or override the requirements of Title VII and the Americans with Disabilities Act, which allow employees to request reasonable accommodations for religious and disability based reasons. However, the standards may provide more cover for employers, particularly in health care, to defend themselves against lawsuits under these statutes by arguing that remaining unvaccinated is an "undue burden" under those laws.

6. Does the Plan order school districts to mandate COVID vaccines?

Not explicitly, unless your educational program is run by the Department of Defense, Bureau of Indian Affairs, or Head Start/Early Head Start programs. The Plan basically asks state Governors to mandate vaccines, but does not require them to do so. However, we continue to evaluate the Department of Safety and Professional Services' (the state entity responsible for public sector employee health and safety regulations) response to the Plan and will update this response when more specific information is known.

The Biden Plan will take some time to be fully fleshed out and go into effect. Many groups have already vowed legal challenges to the Plan, which may further delay actual implementation of parts of the Plan. We will continue to monitor these issues in the coming weeks. Please contact any member of von Briesen's Labor and Employment Section for additional information.

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
12301 Human Resources							
12301 411100 General Property Taxes	-414,734	0	-414,734	-276,489.04	.00	-138,244.55	66.7%
12301 421001 22101 State Aid	0	0	0	.00	.00	.00	.0%
12301 451002 Private Party Photocopy	-20	0	-20	.00	.00	-20.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-20.07	.00	-19.93	50.2%
12301 451200 Records & Reports	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
12301 484005 Insurance Training Reimburse	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
12301 486010 Rebates	-6,905	0	-6,905	.00	.00	-6,905.00	.0%
12301 511110 Salary-Permanent Regular	184,682	0	184,682	113,000.16	.00	71,681.38	61.2%
12301 511110 22101 Salary-Permanent Regula	0	0	0	157.52	.00	-157.52	.0%
12301 511210 Wages-Regular	57,897	0	57,897	23,807.37	.00	34,089.85	41.1%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511220 Wages-Overtime	0	0	0	32.49	.00	-32.49	.0%
12301 511240 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511240 22101 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
12301 511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
12301 511330 Wages-Longevity Pay	324	0	324	.00	.00	323.75	.0%
12301 511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
12301 511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
12301 512141 Social Security	17,903	0	17,903	10,016.52	.00	7,886.09	56.0%
12301 512141 22101 Social Security	0	0	0	11.29	.00	-11.29	.0%
12301 512142 Retirement (Employer)	16,396	0	16,396	9,200.93	.00	7,194.99	56.1%
12301 512142 22101 Retirement (Employer)	0	0	0	10.63	.00	-10.63	.0%
12301 512144 Health Insurance	45,801	0	45,801	28,416.57	.00	17,384.75	62.0%
12301 512144 22101 Health Insurance	0	0	0	24.11	.00	-24.11	.0%
12301 512145 Life Insurance	76	0	76	48.41	.00	28.03	63.3%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512151 HSA Contribution	4,500	0	4,500	3,750.00	.00	750.00	83.3%
12301 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512153 HRA Contribution	0	0	0	10.64	.00	-10.64	.0%
12301 512173 Dental Insurance	3,312	0	3,312	2,023.81	.00	1,288.19	61.1%
12301 512173 22101 Dental Insurance	0	0	0	3.45	.00	-3.45	.0%
12301 521218 Arbitrator	0	0	0	.00	.00	.00	.0%
12301 521219 Other Professional Serv	16,040	11,000	27,040	11,979.50	7,180.00	7,880.50	70.9%
12301 521219 22101 Other Professional Serv	0	0	0	.00	.00	.00	.0%
12301 521220 Consultant	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 521225 Section 125	17,300	2,892	20,192	9,850.75	7,449.25	2,892.25	85.7%
12301 521226 Ergonomics	400	0	400	.00	.00	400.00	.0%
12301 521227 Position Classifications	3,000	0	3,000	.00	.00	3,000.00	.0%
12301 521228 Labor Negotiations	0	6,000	6,000	.00	.00	6,000.00	.0%
12301 521229 Recruitment Related	11,750	0	11,750	1,841.55	.00	9,908.45	15.7%
12301 521229 22101 Recruitment Related	0	0	0	.00	.00	.00	.0%
12301 521296 Computer Support	3,720	0	3,720	.00	.00	3,720.00	.0%
12301 531105 Flex Plan Surplus	0	0	0	.00	.00	.00	.0%
12301 531243 Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12301 531298 United Parcel Service	192	0	192	.00	.00	192.00	.0%
12301 531303 Computer Equipmt & Software	1,000	0	1,000	.00	.00	1,000.00	.0%
12301 531311 Postage & Box Rent	400	0	400	123.90	.00	276.10	31.0%
12301 531312 Office Supplies	375	0	375	330.63	.00	44.37	88.2%
12301 531312 22101 Office Supplies	0	0	0	.90	.00	-.90	.0%
12301 531313 Printing & Duplicating	400	0	400	4.94	.00	395.06	1.2%
12301 531313 22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301 531314 Small Items Of Equipment	0	0	0	165.99	.00	-165.99	.0%
12301 531320 22101 Safety Supplies	0	0	0	17,528.56	.00	-17,528.56	.0%
12301 531322 Subscriptions	4,610	0	4,610	4,711.90	.00	-101.90	102.2%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301 531324 Membership Dues	695	0	695	435.75	.00	259.25	62.7%
12301 531326 Advertising	7,900	0	7,900	2,493.18	3,950.00	1,456.82	81.6%
12301 531351 Gas/Diesel	0	0	0	.00	.00	.00	.0%
12301 531357 Employee Recognition	7,005	0	7,005	1,002.09	.00	6,002.91	14.3%
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532325 Registration	2,150	0	2,150	1,098.00	.00	1,052.00	51.1%
12301 532332 Mileage	377	0	377	31.92	.00	345.08	8.5%
12301 532334 Commercial Travel	350	0	350	.00	.00	350.00	.0%
12301 532335 Meals	218	0	218	.00	.00	218.00	.0%
12301 532336 Lodging	1,210	0	1,210	164.00	.00	1,046.00	13.6%
12301 532339 Other Travel & Tolls	100	0	100	16.00	.00	84.00	16.0%
12301 532350 Training Materials	9,775	0	9,775	10,109.00	4,800.00	-5,134.00	152.5%
12301 533225 Telephone & Fax	50	0	50	31.61	.00	18.39	63.2%
12301 535242 Maintain Machinery & Equip	400	0	400	264.64	.00	135.36	66.2%
12301 571004 IP Telephony Allocation	403	0	403	268.64	.00	134.36	66.7%
12301 571005 Duplicating Allocation	283	0	283	188.64	.00	94.36	66.7%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,247	0	7,247	4,831.36	.00	2,415.64	66.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,210	0	2,210	1,473.36	.00	736.64	66.7%
12301 591519 Other Insurance	2,248	0	2,248	1,614.16	.00	633.63	71.8%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	32.14	.00	-32.14	.0%

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100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 594813 Capital Office Equip	0	0	0	.00	.00	.00	.0%
12301 594818 Capital Computer	0	11,000	11,000	.00	.00	11,000.00	.0%
12301 699999 Budgetary Fund Balance	0	-28,000	-28,000	.00	.00	-28,000.00	.0%
TOTAL Human Resources	0	2,892	2,892	-15,402.10	23,379.25	-5,084.90	275.8%

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12302 Safety							
12302 411100 General Property Taxes	-107,204	0	-107,204	-71,469.44	.00	-35,734.73	66.7%
12302 474106 Intergovt Shared Services	0	0	0	.00	.00	.00	.0%
12302 485200 Donations Restricted	0	0	0	.00	.00	.00	.0%
12302 511110 Salary-Permanent Regular	66,268	0	66,268	.00	.00	66,267.97	.0%
12302 511210 Wages-Regular	0	0	0	.00	.00	.00	.0%
12302 511240 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12302 511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
12302 511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
12302 511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
12302 511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
12302 511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
12302 512141 Social Security	4,968	0	4,968	.00	.00	4,968.25	.0%
12302 512142 Retirement (Employer)	4,473	0	4,473	.00	.00	4,473.09	.0%
12302 512144 Health Insurance	15,267	0	15,267	.00	.00	15,267.11	.0%
12302 512145 Life Insurance	11	0	11	.00	.00	10.56	.0%
12302 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512151 HSA Contribution	1,500	0	1,500	.00	.00	1,500.00	.0%
12302 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512153 HRA Contribution	0	0	0	.00	.00	.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
12302 531243 Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12302 531303 Computer Equipmt & Software	0	0	0	.00	.00	.00	.0%
12302 531311 Postage & Box Rent	50	0	50	.00	.00	50.00	.0%
12302 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12302 531313 Printing & Duplicating	50	0	50	.00	.00	50.00	.0%
12302 531314 Small Items Of Equipment	808	0	808	.00	.00	808.00	.0%
12302 531320 Safety Supplies	250	0	250	174.18	.00	75.82	69.7%
12302 531322 Subscriptions	3,300	0	3,300	4,159.33	.00	-859.33	126.0%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12302 531324 Membership Dues	500	0	500	645.00	.00	-145.00	129.0%
12302 531326 Advertising	0	0	0	.00	.00	.00	.0%
12302 532325 Registration	750	0	750	960.00	.00	-210.00	128.0%
12302 532332 Mileage	250	0	250	.00	.00	250.00	.0%
12302 532335 Meals	132	0	132	.00	.00	132.00	.0%
12302 532336 Lodging	492	0	492	.00	.00	492.00	.0%
12302 532339 Other Travel & Tolls	0	0	0	.00	.00	.00	.0%
12302 532350 Training Materials	4,500	0	4,500	.00	.00	4,500.00	.0%
12302 535242 Maintain Machinery & Equip	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12302 571004 IP Telephony Allocation	134	0	134	89.36	.00	44.64	66.7%
12302 571005 Duplicating Allocation	18	0	18	12.00	.00	6.00	66.7%
12302 571009 MIS PC Group Allocation	1,208	0	1,208	805.36	.00	402.64	66.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	368	0	368	245.36	.00	122.64	66.7%
12302 591519 Other Insurance	753	0	753	440.32	.00	312.87	58.5%
12302 594820 Capital Other	0	0	0	.00	.00	.00	.0%
12302 699999 Budgetary Fund Balance	0	0	0	.00	.00	.00	.0%
TOTAL Safety	0	0	0	-63,938.53	.00	63,938.53	.0%
TOTAL General Fund	0	2,892	2,892	-79,340.63	23,379.25	58,853.63	%
TOTAL REVENUES	-539,903	-28,000	-567,903	-347,978.55	.00	-219,924.21	
TOTAL EXPENSES	539,903	30,892	570,795	268,637.92	23,379.25	278,777.84	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	2,892	2,892	-79,340.63	23,379.25	58,853.63	%

**Report to Human Resources Committee
September 21, 2021**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests between August 17, 2021 – September 17, 2021, and reviewed **128 applications**:

- **Family Court Services:**
 - Administrative Assistant I (part-time)
- **Health Department:**
 - Public Health Nurse
 - Contact Tracers (pool)
- **Human Services**
 - Community Outreach Worker
 - Community Support Professional
 - Psychotherapist
 - Van Driver, OPT
 - Youth Justice Worker I

EMERGENCY HELP REQUESTS: The following emergency help requests were received since August 17, 2021:

- **Human Services:** Economic Support Services assistance to allow 5 new staff to attend required training and meet performance standards. 15 hours/week through 12/31/21.

HIRING ABOVE MINIMUM STEP, HIRING WITH ADDITIONAL BENEFITS AND/OR ADDITIONAL STEPS OR BONUSES FOR CURRENT EMPLOYEES:

- LTE Public Health Nurse – extra staff related to extensive experience

OTHER ACTIVITIES:

- 1 Employee granted leave of absence beyond FMLA
- COVID leave monitoring and approvals of paid leaves. Total of 22 paid leaves since April 1, 2021 – September 17, 2021, with an average of 4 calls/per day in last 7 days.
- Telecommuting/Remote work approvals
- Benefits Fair scheduled for October 12, 2021
- Voluntary Retirement Planning kickoff scheduled for October 5, 2021
- Reviewed 20 reclassification requests. Recommended reclassification for 10 positions. 8 positions either not recommended for reclassification or market study aligns position with comparables. 2 positions still in review for market adjustments.

Respectfully Submitted,



Terri M Palm
Human Resources Director