

**Human Resources Committee Agenda – Revised Aug 11, 2022**

**Jefferson County Courthouse  
311 S Center Ave, Room 205, and Videoconference  
Jefferson, WI 53549  
Tuesday, August 16, 2022, at 3:00 p.m.**

Join Zoom Meeting: <a href="https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09">https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09</a>	
Meeting ID: 876 9775 4337	Passcode: Meet2022
One tap Mobile: 1-312-626-6799	

Committee Members: James Braughler, Chair; Joan Fitzgerald, Vice-Chair; Timothy Mielke, Meg Turville-Heitz, and Michael Wineke

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. Approval of Minutes
  - a. June 21, 2022, Minutes
  - b. July 6, 2022, Minutes
7. Communications
  - a. Presentation from Benefits Broker, R&R Insurance
8. Discussion and possible action approving a benefits broker for remaining of 2022 and 2023
9. Discussion and possible action recommending amending the Civil Service Ordinance 2012-06 for full-time and part-time Deputy Sheriffs, Detectives, Sergeants, Captains, and Chief Deputy positions
10. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee(s) or person(s) 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. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
11. Reconvene into open session for possible action on approving a Stipulation and Order imposing discipline on an employee(s) of the Sheriff's Office
12. **Update and discussion of FY 2023 Budget, including impact of health insurance and market analysis**
13. Communications
  - a. Personnel Ordinance Sections concerning Employee Files and Records and Hours of Work
14. Review of July 2022 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. Update of Human Resources activities
16. Set next meeting date and agenda items
  - a. Discuss and possibly approve rescheduling the September 20, 2022, meeting
  - b. Discuss and possibly approve changing the time of meetings
17. Adjournment

**Next scheduled meetings:  
Tuesday, September 20, 2022, at 3:00 p.m.  
Tuesday, October 18, 2022, at 3:00 p.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, June 21, 2022 @ 8:30 a.m.

Jefferson County Courthouse, Room 205 and virtual via zoom

1. Call to Order: Meeting called to order by Chair Braughler at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Timothy Mielke; Meg Turville-Heitz; and Michael Wineke. **Quorum established.** Other staff present: Joan Callan, County Board Supervisor; Walt Christensen, County Board Supervisor (virtual); David Drayna, County Board Supervisor; Captain Donald Hunter; Anita Martin, County Board Supervisor (virtual); Sheriff Paul Milbrath; Jessica Olszewski, Human Resources Coordinator; Terri Palm-Kostroski, Human Resources Director; Chief Deputy Jeffrey Parker; Joseph Rains, Human Resources Recruitment and Retention Specialist; Mary Roberts, County Board Supervisor (virtual); Sarana Stolar, Corporation Counsel Paralegal (virtual); Jessica Tucker, Human Resources Benefits Administrator; J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator. Members of the public present: None.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Requested by Chair Braughler to move items 10 and 11 addressing the Civil Service Ordinance after item 7, approval of the minutes, and to move item 6a, review of Personnel Ordinance Sections, after item 9, possible approval of side letters of agreement.
5. Public Comment: None.
6. Communications: T. Palm-Kostroski introduced new members of the Human Resources staff: Jessica Tucker, Benefits Administrator; Jessica Olszewski, Human Resources Coordinator; and Joe Rains, Recruitment and Retention Specialist. (Item 6a. Personnel Ordinance Sections concerning Employment moved after possible approval of side letters of agreement.)
7. Approval of May 17, 2022, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee May 17, 2022, minutes as corrected. Second by M. Turville-Heitz. Motion passed 5:0.**
8. Discussion and possible action recommending suspension of the Civil Service Ordinance hiring procedure, specifically waiving educational requirement at time of hire (item 11 on agenda). **Motion by J. Fitzgerald to add language to the resolution addressing the resolution would be in effect until the Civil Service Ordinance is amended. Second by M. Turville-Heitz. Motion passed 5:0. Motion by J. Fitzgerald to recommend the amended resolution to County Board. Second by M. Wineke. Motion passed 5:0.**
9. Discussion and possible action recommending to repeal and replace the Civil Service Ordinance (item 10 on agenda). Discussion only, no action taken.
10. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" for the purpose of discussing and considering approval of two letters of agreement with Local 102 of the Labor Association of Wisconsin, addressing utilization of Support Service Deputies in the jail and addressing the procedure for scheduling overtime with less than 48-hours' notice (item 8 on agenda). **Motion by J. Fitzgerald to move into closed session. Second by T. Mielke. J. Braughler, Aye; M. Turville-Heitz, Aye; J. Fitzgerald, Aye; M. Wineke, Aye; T. Mielke, Aye. Moved into closed session at 10:02 a.m. Also present: D. Drayna, D. Hunter, P. Milbrath, J. Olszewski, T. Palm-Kostroski, J. Parker, J. Rains, J. Tucker, B. Ward, and B. Wehmeier.**

11. Reconvene into open session for possible action on approving two Side Letters of Agreement with Local 102 of the Labor Association of Wisconsin (item 9 on agenda). **Motion by M. Turville-Heitz to reconvene into open session. Second by J. Fitzgerald. Motion passed 5:0. Reconvened into open session at 10:23 a.m.**

**Motion by M. Wineke to approve the Side Letter of Agreement with Local 102 regarding shift/work hours of the Deputies assigned to the Support Services Division of the Sheriff's Office. Second by J. Fitzgerald. Motion passed 5:0.**

**Motion by J. Fitzgerald to approve the Side Letter of Agreement with Local 102 regarding modifying Article 10-Overtime, Section 10.09, and the procedure for pre-scheduled overtime or vacant shift assignments with less than forty-eight hours before commencement of overtime or vacant shift. Second by T. Mielke. Motion passed 5:0.**

12. Communications-Personnel Ordinance Sections concerning Employment (item 6a. on agenda). T. Palm-Kostroski reviewed the draft of Personnel Ordinance, sections 100 – 200. Discussion only, no action taken.
13. Review of June 2022 monthly financial reports for Human Resources and Safety (item 12 on agenda). Information only. No action taken.
14. Report from Human Resources Director (item 13 on agenda). T. Palm-Kostroski provided verbal report, including 14 vacant positions since May 2022 meeting; 1 emergency help request; 5 employees receiving extra steps and/or benefits upon hire and 2 current employees receiving extra steps with meeting licensure status; and update on Human Resources activities in the last month focusing on orientation with 31 new hires; health insurance renewal; and 2023 budget personnel wages and benefits. No action taken.
15. Set next meeting date and agenda items (item 14 on agenda). Tuesday, July 19, 2022, at 8:30 a.m. to include discussion and possible action to repeal and replace the Civil Service Ordinance and an update on Personnel Ordinance project starting with Section 500.
16. Adjournment **Motion by M. Turville-Heitz to adjourn. Second by T. Mielke. Motion passed 5:0. Meeting adjourned at 11:11 a.m.**

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Wednesday, July 6, 2022 @ 3:00 p.m.**  
**Jefferson County Courthouse, Room 205 and virtual via zoom**

1. Call to Order: Meeting called to order by Chair Braughler at 3:01 p.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Timothy Mielke (virtual); Meg Turville-Heitz; and Michael Wineke (virtual). **Quorum established.** Other staff present: Sheriff Paul Milbrath; Terri Palm-Kostroski, Human Resources Director; Chief Deputy Jeffrey Parker; J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator. Members of the public present: None.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Reviewed, no changes.
5. Public Comment: None.
6. Discussion and possible action recommending approval of the temporary suspension of Civil Service Ordinance 2012-06 as it relates to promotion eligibility for the Chief Deputy position and the 60-college credit education requirement at the time of hire for Deputy Sheriffs.
  - a. **Motion by J. Fitzgerald approving temporary suspension of Civil Service Ordinance 2012-06 as it relates to promotion eligibility for the Chief Deputy Sheriff position as discussed. Second by M. Turville-Heitz. Motion passed 5:0.**
  - b. **Motion by M. Turville-Heitz approving temporary suspension of Civil Service Ordinance 2012-06 as it relates to the 60-college credit education requirement at the time of hire for Deputy Sheriffs as discussed. Second by J. Fitzgerald. Motion passed 5:0.**
7. Adjournment **Motion by M. Turville-Heitz to adjourn. Second by T. Mielke. Motion passed 5:0. Meeting adjourned at 3:57 p.m.**

ORDINANCE NO. ~~2012-06~~2022-

~~Recreating~~ Amending the Civil Service Ordinance for full-time and part-time Deputy Sheriffs, Detectives, Sergeants, Captains and Chief Deputy

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN THE FOLLOWING AMENDMENTS TO THE CIVIL SERVICE ORDINANCE AS FOLLOWS:

~~The Civil Service Ordinance (Ordinance No. 2010-21) is hereby repealed and recreated as follows to incorporate the ability to hire external (not currently Jefferson County employees) candidates for the Chief Deputy position:~~

**SECTION 1. PURPOSE.** This ordinance is intended to bring qualified persons into county law enforcement work by a system of competitive examinations and to ensure continuity in county law enforcement work by virtue of a permanent appointment as deputy sheriff under a civil service ordinance as set forth in sec. 59.26(8) and Chapter 63, Wisconsin Statutes.

**SECTION 2. COMMISSION.**

- A. There is hereby established a County Civil Service Commission with the duties, functions and authority set forth in sec. 59.26 and Chapter 63 of the Wisconsin Statutes.
- B. Such Commission shall consist of five (5) members, all of whom shall be legal residents of Jefferson County. Appointments shall be made on the basis of recognized and demonstrated interest in, and knowledge of the problems of civil service. No person holding any elected or appointed public position or office of any sort in Jefferson County government shall be appointed thereon.
- C. The Jefferson County Administrator shall appoint members of the Commission, subject to confirmation by the County Board. The office of a commissioner shall be deemed vacant upon the happening of any of the following events:
  1. Death of the incumbent.
  2. Resignation of the incumbent in writing.
  3. Removal of the incumbent by the County Board.
  4. Ceasing to be a resident of Jefferson County.
- D. In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator shall appoint one member of such Commission to hold office for the term of five (5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified. Appointment to vacant positions shall be for the remainder of the original term.

- E. Each member of the Commission shall take and file the official oath.
- F. Each member of the Commission shall receive such compensation as the County Board shall determine.
- G. The Commission shall organize and elect a chairperson whose term of office shall be one (1) year and shall elect a secretary whose term of office shall be one (1) year. Such chairperson and secretary shall serve until election of a successor. The secretary shall cause the minutes of the proceedings of the Commission to be preserved in a proper record book.
- H. Nothing herein shall be construed as to affect the appointment or terms of the present commissioners.

**SECTION 3. DUTIES OF THE COMMISSION.** It shall be the duty of the Commission:

- A. To prepare and publish such rules and regulations to carry out the provisions of this ordinance as may be necessary to secure the best law enforcement service for the County.
- B. To receive applications and conduct examinations of applicants for positions in the Sheriff's Office of Jefferson County with such frequency as may be necessary to maintain an eligibility list sufficient to meet the needs of the Sheriff's Office.

**SECTION 4. RECRUITMENT.**

- A. The following classifications are created within the Jefferson County Sheriff's Office: Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriff.
- B. In addition to requirements under Section 6, Promotions, no person shall be eligible to apply for or be appointed to the positions covered by this ordinance after ~~November~~ September 1, 2022~~40~~, unless:
  - 1. The applicant is a citizen of the United States.

2.

- 2. ~~The applicant has a minimum of sixty (60) college credits or has three (3) years experience as a paid full-time law enforcement officer (civilian or military).~~

It is preferred that the applicant has a minimum of sixty (60) college credits or has three (3) years of experience as a paid full-time law enforcement officer (civilian or military). The Jefferson County Sheriff's Office will utilize the Wisconsin Law Enforcement Standards Board hiring practice which allows applicants to obtain their sixty (60) college credits within five (5) years of employment. Applicants hired with less than sixty (60) college credits must obtain sixty (60) college credits within five (5) years or they will no longer be eligible to serve as a Wisconsin law enforcement officer due to not meeting the minimum requirements of the Wisconsin Law Enforcement Standards Board, and therefore unqualified for continued employment as a Jefferson County Sheriff's Deputy. This provision shall be reviewed by the Law

Enforcement and Emergency Management Committee annually starting in July 2023 and every July thereafter.

3. Persons employed in the classifications subject to this ordinance shall meet the training standards set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board as a Wisconsin Certified Law Enforcement officer within 12 months of employment unless a waiver is granted by the Wisconsin Law Enforcement Standards Training Board.
4. The applicant is at least eighteen (18) years of age.
5. There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position. In addition, all new hire Deputy Sheriff applicants shall be required to pass ~~a physical agility test~~the entrance standards for the Wisconsin Physical Readiness Testing. See Addendum A.
6. The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted.
7. ~~Visual acuity must be corrected to 20/20.~~ Have no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.
8. The applicant must possess a valid Wisconsin driver's license at the time of appointment.
- C. Deputy Sheriff positions. All candidates for the position of Deputy Sheriff shall file a written application with the Jefferson County Human Resources Department. Notice of the date, time and place for conducting written examinations and notice as to the open Deputy Sheriff positions, the necessary qualifications and where applications may be filed shall be published in ~~a~~ the County's official newspaper. Such notice ~~shall~~may also be given to schools within this state which confer police science degrees as well as law enforcement websites designed for advertising openings/hiring processes for law enforcement personnel, such as the Department of Justice's WILENET website.
- D. Detective: At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff on the bulletin board, which notice shall identify the opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.

E. Supervisory positions of Sergeant and Captain. At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff,~~a notice on the bulletin board,~~ which notice shall identify the supervisory and/or administrative opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.

F. Chief Deputy Position – In addition to meeting the posting requirements for other Supervisory positions, at least thirty (30) days prior to the commencement of the examination process, the Sheriff shall post ~~publish~~ a notice of the Chief Deputy vacancy containing the required qualifications for the position in the county's official newspaper, other state and regional newspapers, as well as law enforcement websites designed for advertising openings/hiring processes for law enforcement personnel. in an area designated by the Sheriff and known and communicated to all staff ~~notice on the bulletin board~~ which shall identify the Chief Deputy opening, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list. If no eligible candidates within the Sheriff's Office are qualified, at least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall publish a notice of the Chief Deputy vacancy containing the required qualifications of the position.

~~G. All candidates for full time positions in the classifications of Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriff shall file a written application with the Jefferson County Human Resources Department upon forms designated. Vacancies in classifications other than those set forth hereinabove shall be filled pursuant to the Jefferson County Personnel Ordinance and shall not be covered by this ordinance.~~

~~H.~~ G. Jefferson County is an Equal Opportunity Employer. No person employed by the Jefferson County Sheriff's Office, nor any person seeking admission thereto, shall be discriminated against contrary to the provisions of Ch. 111, Wisconsin Statutes.

## **SECTION 5. EXAMINATION.**

- A. The Commission shall conduct competitive written and oral examinations. The Commission shall establish passing grades for each phase of examination prior to each phase thereof.
- B. The first stage of the testing procedure will be a written examination, administered and proctored by the Commission or its designee. The test used shall be the current test certified for use by the Commission or its designee. The tests used must be validated and job-related.



- C. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. This will be done by the Sheriff's Office Detective Bureau or other trained sworn personnel for new hire applicants.
- D. The Commission may refuse to examine a candidate or, after examination, to certify a candidate as eligible who (1) is found to lack any of the established requirements for the position for which that person has applied, or (2) has intentionally made a false statement in any material fact, or (3) is addicted to the habitual use of intoxicating beverages, narcotics or dangerous drugs, or (4) has ever been convicted of a felony without a full pardon, or (5) any other sufficient fact which, because of business necessity, would be a detriment to holding the position of Deputy Sheriff.
- E. The Commission shall establish a certified eligibility list of candidates who meet the prerequisites of the position, and who have scored a passing grade on the written and oral examinations. The Commission may invite representatives of other law enforcement agencies to participate in the oral interview process. Invitees' scores will be given to the Civil Service Commission for discussion and consideration in accordance with the Commission's rules. Invited law enforcement guests are neutral third parties chosen by their respective departments to participate in the process at the request of the Jefferson County Civil Service Commission. Invitees should be individuals that by rank or assignment have a level of expertise that is beneficial in the final scoring process.
- F. Placement on the certified eligibility list for initial appointment shall be by overall score, weighing the scores on the written and oral examinations, 40 percent each, with the remaining 20 percent taken from the applicants file information. For promotional factor weights, see Section 6 (B)(1). Preference points shall be given to veterans of any wars of the United States as provided by sec. 63.08(1)(f) and 230.16 (7), Wisconsin Statutes.
- G. Every candidate on the eligibility list must, prior to appointment, submit to and pass a psychological, physical and drug test to be conducted by such physician or physicians as may be designated by the Commission. Such physician shall submit a statement that the applicant is of sound health and has the physical ability to perform the duties, with or without reasonable accommodation, of the position to which ~~he~~ they seeks appointment. Cost of such examination shall be borne by Jefferson County. The Commission ~~may~~ will also implement a physical agility-readiness test for prospective new hires, who will pass a minimum of the entry standards of the Wisconsin Physical Readiness Testing (PRT). See Addendum A.
- H. The Sheriff, ~~in his or her~~ has the discretion, ~~may to~~ employ an assessment center process as an additional tool for evaluation of the top candidates for both new and promotional positions as certified by the Commission.

**SECTION 6. PROMOTIONS.** Promotions and divisional reassignment shall be made according to this ordinance:

**A. Promotion Eligibility.** Those eligible for promotion shall be limited as follows:

1. Chief Deputy. To take the examination for the position of Chief Deputy, ~~the Sheriff's Office~~ candidates ~~must~~will not have ~~not~~ less than ten (10) years of service with ~~at the Jefferson County Sheriff's Office, and not less than five (5) years supervisory experience, therein.~~ The candidate must have a Bachelor's degree or the equivalency of 120 college credits. In lieu of College Credits, graduation from a major Law Enforcement Executive Leadership College will be recognized and accepted. The F.B.I. National Academy, The Southern Police Institute, The Northwestern College of Police and Command Staff of Evanston Illinois or the National Command and Staff College will be accepted. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. By the direction and decision of the Sheriff, the background investigation will be completed by a representative of the Human Resources Department, an outside consultant, another law enforcement agency or a combination thereof.
2. Captain. To take the examination for promotion to Captain, the candidate must have not less than seven (7) years of service with the Jefferson County Sheriff's Office and not less than three (3) years supervisory experience therein.
3. Sergeant. To take the examination for promotion to Sergeant, a candidate must have not less than ~~six-five~~ (65) years of service with the Jefferson County Sheriff's Office. [Ord. No. 2014-22, 10-14-14]
4. Detective. To take the examination for promotion to Detective, the candidate must have not less than three and one-half (3 ½ ) years of service with the Jefferson County Sheriff's Office.

**B. Education – Experience Credit.**

1. An Associate's degree from an accredited college/university shall be deemed the equivalent of ~~six-nine~~ (69) months of service.
2. A Bachelor's degree from an accredited college/university shall be deemed the equivalent of 18 months (1-1/2 years) of service.
3. A Master's Degree from an accredited college/university shall be deemed the equivalent of 24 months (2 years) of service.
- ~~2.~~  
~~3-4.~~ These equivalents may be used for a successful promotion to a position enumerated in Section 6 (A)(1-4). Only one equivalent may be used per promotional process, on a one-time basis only.

### C. Written Examinations.

1. The process to consider a Sergeant for assignment to a different division or for the promotions to the positions of ~~Chief Deputy, Captain and, Sergeant and Detective~~ will be scored as follows: The written test and the oral test shall be given thirty (30) percent weight each. Twenty (20) percent of the final grade shall be based on the job evaluations and other material contained within the employee's personnel file, and another twenty (20) percent of the final score shall be from the "Applicant Profile Questionnaire."
2. Written examinations for the position of Chief Deputy, Captain, and Sergeant will be specific for the patrol, detective, support services, and jail divisions designed specifically for those levels of supervision, management, and administrative functions. These written exams will be selected by the Sheriff or his/her designee. If an individual already holding the rank of Sergeant desires to be eligible for a Sergeant's position in another division, and their Sergeant written exam score is older than six (6) months, that Sergeant must take the written examination for the Sergeant's vacancy in that division. The number of applicants advancing from the written test to the Civil Service Commission interview is unlimited, as long as a passing score has been received.
3. Written examinations for the position of Detective will be scored as follows: The written test and the oral test shall be given forty (40) percent weight each with the remaining Twenty (20) percent of the final grade being based on the job evaluations and other material contained within the employee's personnel file.
- ~~3-4.~~ Written test scores will be valid for a period of 6 months. Test scores kept on file during this time period are division specific (patrol, detective, support services and jail). If a Sergeant's position becomes available in another division, an existing Sergeant must take the written test for that specific division.
5. Written test scores and the scored "Applicant Profile Questionnaire" will not be available to the Commission prior to oral interviews. The Commission shall notify applicants of their respective scores by mail.

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## SECTION 7. APPOINTMENTS.

- A. Whenever a vacancy is to be filled, the Sheriff shall make appointments to the position from the list of applicants who are certified as eligible by the Commission. The Commission shall certify to the Sheriff the names of all persons with the three highest scores on the eligibility list, from which the Sheriff shall make his-the selection. If more than one vacancy is to be filled, the Commission may certify the names of all persons at

the next highest score if the Commission concludes that the three highest scores do not provide a sufficiently large field of eligible candidates.

- B. Appointments by the Sheriff ~~shall~~ should be made within twenty (20) days after receipt of the certified list from the Commission.

- C. Deputy Sheriffs appointed according to the provisions of this ordinance shall hold office on good behavior and shall not be dismissed from such office or demoted or suspended except as provided in this ordinance.

- C.D. All full-time Deputy Sheriffs whose classifications are covered by this ordinance are granted civil service status which shall continue without further examination or appointment, except examination will be required when said Deputy Sheriff seeks a position which constitutes a promotion to a higher classification.

- D.E. The number of full-time Deputy Sheriffs in the classification covered by this ordinance shall be determined annually by the Jefferson County Board.

- E.F. Appointments made pursuant to this ordinance shall be probationary for a period of eighteen (18) months and may be terminated by the Sheriff and the Commission acting jointly at any time during such probationary period. [Ord. No. 2014-03, 04-15-2014]

## **SECTION 8. DISCIPLINARY PROVISIONS.**

- A. Any member of the Jefferson County Sheriff's Office covered by this ordinance may be suspended, demoted or discharged in accordance with sec. 59.26(8)(b) Wisconsin Statutes.
- B. The grievance committee required by sec. 59.26(8)(b), Wis. Stats. shall consist of the members of the Human Resources Committee of the Jefferson County Board.

## **SECTION 9. GENERAL PROVISIONS.**

- A. No person holding the position of Deputy Sheriff under this ordinance shall, during duty ~~the hours when he is on duty~~ hours, engage in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office, nor ~~shall he~~ engage in or appear at any political activity, gathering or profit-making function while off duty and in uniform. This provision is not intended to abridge or interfere with the rights of deputies to engage in political activities during off duty hours, but rather is designed to avoid the appearance of the support of the Jefferson County Sheriff's Office for any political candidate, position or cause.
- B. In the event a Deputy Sheriff is elected Jefferson County Sheriff, ~~his~~ the appointment as a Deputy Sheriff shall terminate upon ~~his~~ the ~~execution~~ on ~~g~~ and filing the official bond and official oath as Sheriff, unless requesting prior thereto, ~~he requests~~ in writing from the Commission a leave of absence during the term of office as Sheriff. If such leave of

absence is granted, such deputy shall be reinstated in the classification of Deputy Sheriff upon ~~his~~ completion of ~~the~~<sup>his</sup> duties as Sheriff.

~~B.~~

- C. Policies, rules, regulations and duties of the personnel in the ~~Department~~<sup>Department's</sup> ~~Office~~ shall be established by the Sheriff and incorporated in the ~~Department's~~ ~~Office~~ policy manual.
- D. The Sheriff shall prepare ~~Department~~<sup>Department's</sup> ~~Office~~ rules for the general administration and efficient operation of the ~~Department~~<sup>Department's</sup> ~~Office~~. Such rules shall be known as the "~~Department~~<sup>Department's</sup> ~~Office~~ Rules", and Deputy Sheriffs shall be required to conduct themselves in accordance with such rules. Failure so to do shall be cause for discipline.
- E. The rights of a Deputy Sheriff in military service of the United States government shall be governed by applicable federal and state laws.
- F. Pursuant to sec. 59.26(8)(d), Wisconsin Statutes, the County Board has the power to repeal this ordinance at any time by a vote of three-fourths of the members elect.

**SECTION 10. SEVERABILITY.** The provisions of this ordinance are severable and provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared repealed and the remainder shall not be affected thereby.

**SECTION 11.** All other ordinances in conflict with this ordinance are hereby repealed.

~~**SECTION 12.** The pay range previously applicable to the position of Lieutenant shall be applicable to the position of Captain.~~

**SECTION 13~~2~~.** **EFFECTIVE DATE.** This ordinance shall be effective after passage and publication as provided by law.

Adopted: 06-12-2012

Last amended: 04-15-14; 10-14-14; 08-23-22

ADDENDUM A

	<u>Vertical Jump</u>	<u>Agility Run</u>	<u>Sit-Ups</u>	<u>300 Meter Run</u>	<u>Push-Ups</u>	<u>1.5 Mile Run</u>
<u>Entrance Standard</u>	<u>11.5 in.</u>	<u>23.4 sec</u>	<u>24</u>	<u>82 sec</u>	<u>18</u>	<u>20:20</u> <u>(13:23/mile)</u>

Referred By:

Human Resources Committee

08-23-2022

REVIEWED: Corporation Counsel: ; Finance Director

### **Section 100 – Introduction**

New. Provides concept of Administrative Policy and Procedural Manual.

Distributed to HR Committee on 11/5/19.

### **Section 200 – Employment**

Defines statuses (FT, PT, emerg help, etc)

Discusses reduction in Work Force and recall up to 12 months.

Employment of minors. New

Recruitment procedure in accordance to current standard

Outlines reference checks and verifications (employment, criminal, credit checks, education, licensure)

Post employment offer testing (Cargegiver, drug screening, drivers test, CSA)

Recruitment related policies such as applicant travel and relocation. New but as current standard.

NEW: giving Co Admin authority to implement employee referral incentive and hiring bonus for determined positions.

Defines current standard of holding more than one position with the County

Sharing with other governmental entitites.

NEW. Independent Contractors

### **Section 300 – Affirmative Action**

Pending

### **Section 400 – ADA**

Pending

### **Section 500 – Employee Files and Records**

Employee right to view file

Open Records requests. NEW

### **Section 600 – Hours of Work**

Defines and provides examples of non traditional work schedules and employee request for alternative work schedules.

Defines volunteer hours vs paid work hours.

Discusses Secondary Employment. NEW. Allowed as long as no conflict of interest and doesn't impact work at the county.

#### **Section 700 – Job Classification and Position**

Pending

#### **Section 800 – Travel**

Pending

#### **Section 900 – Promotion, Demotion and Transfer**

In accordance with current standard.

#### **Section 1000 – Compensation**

Discusses pay periods and pay dates; payment method; Time recording; payroll deductions; salary administration; modification to the compensation plan; assignment of classifications to salary ranges; individual pay adjustments such as merit review/increases, early merit increases, merit delays; hiring above minimum.

Change: Part-time employees eligible for merit increase after 1 year and 1900 hours vs current 2080 hours.

Defines Promotion, Demotion, Transfer, Reclassification, red-circle rates, temporary pay adjustments.

Recommending a shift differential and holiday/weekend premium pay for Crisis Stabilization Workers.

Recommending to have maintenance staff receive 2 hours min at 1.5 for public emergency call ins that are not directly before or after regular shift. Recommending to include Highway

Recommending all employees follow FLSA (no overtime if taking vacation/sick/etc in work week) unless provided in other section (ie public emergency call in)

*Upon authorization by the HR/Finance Committee, additional positions may be authorized to receive shift differentials or adjustments may be made to any existing shift differentials and premiums.*

Pay during inclement weather or other emergent situation

Max accrual of comp time current 240 hours, replenishing. Still reviewing.

Exempt employees: Recommending eliminating 1:1 comp time, with expectation of flexing in a 2 week period.

#### **Section 1100 – Performance Evaluation Program**



New policy, but in accordance with current standard. Provides guidance of using performance evaluations as a tool, not punishment.

Discusses Performance Improvement Plans.

#### **Section 1200 – Professional Development**

Pending

#### **Section 1300 – Benefits**

Random hours: Eliminate

Vacation: two separate scales for exempt and non-exempt

Remainder Pending

#### **Section 1400 – HIPAA**

Pending

#### **Section 1500 – Leaves of Absences**

Pending

#### **Section 1600 – Work Rules**

Absenteeism

Employee Communication

Confidentiality

Ethics

Food in the Workplace

Fragrances

Fraternization

Personal Appearance and Demeanor

Personal Equipment

Political Activity

Public Relations and Customer Service

Secondary Employment

Smoke Free and Tobacco Free Workplace

Solicitation

Weapons in the Workplace

Whistleblower

Workplace Violence (reference to separate section)

#### **Section 1700 – Workplace Violence**

Pending

#### **Section 1800 – Safety and Security**

Pending

#### **Section 1900 – Alcohol and Other Drug Abuse Policy**

New policy. Lists responsibilities for Drug-free workplace policy and federal grants/contracts.

States everyone's responsibility to maintain a drug-free workplace, including reporting mechanisms and duty to disclose.

Covers testing procedure for pre-employment testing on everyone (New), mandated Random testing (CDL) and Reasonable Suspicion testing.

Consequences of refusing to test and positive test.

#### **Section 2000 – Harassment**

Takes a zero tolerance approach. Includes Bullying, harassment on protected class, sexual harassment. Remaining in accordance with current standard.

#### **Section 2100 – Discipline and Termination**

Employment is governed by the common law doctrine of "at-will" employment. An employee may be dismissed at any time, with or without notice, for reasons that are not capricious or arbitrary. Arbitrary and capricious means that the decision was one which lacked any rational basis or which was the result of unconsidered willful or irrational choice. It must have been a decision with no rational basis.

This doctrine may not apply wherein it conflicts with Federal or State statutory restrictions or employment agreement provisions.

The contents of this Policy and Procedure document are for informational purposes only, and are not intended to create, or to be construed as to constitute, a contract between the County and any or all of its employees, or a guarantee of continued employment.

The County generally endorses a policy of progressive discipline in which it attempts to notify employees of performance or conduct deficiencies and provide an opportunity to improve. However, the County retains the right to administer discipline as management deems appropriate, including the right to discharge for a first offense.

Outlines Progressive Discipline in accordance with current standard.

Outlines Rights of Employees, including rights to Grievance Process. This does NOT change.

Defines voluntary verses involuntary terminations.

Provides examples of reasons for discipline.

### **Section 2200 – Grievance Procedure Policy**

No significant changes:

**Employee:** Any regular full or regular part-time employee, or part time non-benefited employee as defined in Section 200- Employment. For purposes of this grievance procedure policy “Employee” shall not include individuals who are:

- subject to a collective bargaining agreement,
- in an orientation period,
- appointed by the County Administrator,
- occasional part time, limited term ,
- elected officials,
- independent contractors.

### **Section 2300 – Constitutional Officers**

Current practice.

### **Section 2400 – Separation of Employment**

Defines types of separation.

Discusses consequences to failure to provide notice, resulting in forfeiture of accrued time.

Discusses eligibility for rehire, new.

Exit Interviews. New

Employment References. New.

## Section 500 – Employee Files and Records

Outline Section		Recommended County Language	Discussion Issues
<b>Policy</b>		Employee records are essential to maintaining factual information regarding the employment history of individuals presently or previously employed by the County. Under the overall direction of the County Administrator, the Human Resources Department shall establish and maintain an official employee file for active employees and maintain files for inactive and former employees.	
<b>Employee Human Resources File Custodian</b>		The Human Resources Director serves as the official custodian of employee records. The Human Resources Department shall maintain employee records as required and needed. Examples include, but are not limited to, employment applications, resumes, employment tests, salary changes, leaves of absence forms, employee benefit records, performance evaluations, payroll records, and disciplinary and commendation documents.	
<b>Employee Access to Records</b>		<p>Pursuant to Wis. Stat. §103.13, employees or their designated representatives may request a copy of their employee file. The County will make the employee file available for review. The Human Resources Department will schedule an appointment for the employee to review files within seven working days following the receipt of the employee's request. Employees may make two requests per calendar year.</p> <p>The review of the employee file shall take place in the Human Resources Department. If review requires employees to take time off work, another reasonable time for the inspection will be provided. The Human Resources</p>	

		Department may allow the review to take place at a place other than in the Human Resources Department, if necessary. The County shall adhere to all other applicable provisions of Wis. Stat. §103.13 in providing employment records to its employees.	
<b>Public Record Requests</b>		<p>The right of the public to review and obtain copies of employment records is governed by Wisconsin Statutes.</p> <p>Portions of an employee's file may be subject to public disclosure if a public records request is properly made under Wisconsin Public Records Law. If required to make disclosure of employees' records, the County shall adhere to the Public Records Law, by providing such information as is required and by providing notice to the employee, as applicable, of a potential disclosure pursuant to Wis. Statutes.</p> <p>The following information shall be redacted from employee records prior to permitting public inspection: home address, personal electronic mail address, personal telephone number(s), social security number, date of birth, sex, ethnic origin, disability, bank accounts, medical information and other HIPAA-protected health information.</p> <p>Records also may not be released to the public depending on the balancing of the public's interest in disclosing the contents of the record versus the public's interest in nondisclosure. The employee must be notified of the records request prior to release, pursuant to Wisconsin State Statutes 19.356.</p>	
<b>Employee Representative</b>		An employee may designate in writing a representative to review and obtain copies of an employee's record. An authorized representative will be given the same rights to access employee records as the employee.	
<b>Medical Records</b>		Medical information, including FMLA medical certification forms,	

		<p>documentation of a disability, health care provider notes, drug or alcohol test, post-offer medical examinations, and worker's compensation records shall be stored in filing areas separate from the employee's personnel file. Access to medical records shall be restricted to authorized individuals on a need-to-know capacity.</p> <p>Employees may also review and obtain their medical records; however, if the County believes the release of the medical record would have a detrimental effect on the employee, release of the record may be made through a physician designated by the employee.</p>	
<b>Employee Record Correction</b>		<p>If an employee disagrees with any information contained in his or her records, a removal or correction of the information can be mutually agreed upon between the employee and the Director of Human Resources. In the event an agreement cannot be reached, the employee may submit a written statement outlining his or her position. The employee's statement will be attached to the disputed record and will be provided whenever the disputed record is provided to someone.</p>	
<b>Record Copy Fees</b>		<p>If an employee, an employee representative, or someone from the public requests and obtains copies of available personnel records, they can be charged a fee. The fee will be established and maintained in the department where the personnel record is maintained.</p>	
<b>Retention and Destruction of Records</b>		<p>The County will maintain, purge, and destroy employee records in accordance with federal and state statutes, and the County's records retention ordinance.</p>	
<b>Employment References</b>		<p>See Section 2400, Separation of Employment, for information and process for employment references of current and former employees.</p>	

## Section 600 – Hours of Work

Outline Section		Recommended County Language	Discussion Issues
<b>Policy</b>		The County will establish and communicate normal and regular work schedules for employees. Employees should have an expectation that their work schedules will be consistent whenever possible. Work schedules may vary throughout the organization based on the nature of department operations and needs of the department. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may need to be scheduled. When a department determines there is a need to alter an employees' work schedule, supervisors will advise employees of any changes with as much notice as possible.	
<b>Hours of Work</b>		<p><b>Non-Exempt</b> – Employees' work hours are typically based on a 40-hour work week, with hours to be established by the department head to ensure that staff is available during business hours to assist the general public and clients the County serves.</p> <p><b>Exempt</b> – Exempt employees are expected to work whatever hours are necessary beyond the workweek to assure that a complete and adequate job is done. Any altered daily work schedule for exempt employees other than department heads, must be approved by the department head or designee.</p>	
<b>No Guaranteed Hours of Work</b>		No employee shall be guaranteed a minimum of 8 hours per day or 40 hours per week. An employee's work schedule and hours of work are dependent on the operational or business needs of the department and County.	
<b>Authority to Modify</b>		A department head may modify the hours of work for an employee based on	

<b>Work Schedule</b>		the needs of the department. Prior to modification of an employee's the department head should review Safety policy Section 1800 regarding access to buildings.	
<b>Non Traditional Work Schedules</b>		<p>Department Heads may establish schedules other than a traditional Monday through Friday work schedule for some employees to meet the operational needs of the department and County. Schedules can be modified at any time. If an employee's work schedule is changed, they will be provided as much notice as practical.</p> <p>Examples of some non-traditional work schedules include the following:</p> <ul style="list-style-type: none"> <li>a. A schedule consisting of five (5) days on followed by two (2) days off, followed by five (5) days on followed by three (3) days off.</li> <li>b. Substituting, or trading shifts, with co-workers in accordance with Section 7(p)(3) of the FLSA. A department head who allows substitution or trading of shifts shall notify the Human Resources Director prior to implementation of the policy. The hours worked shall be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation under the Fair Labor Standards Act. Where one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift</li> <li>c. Public Safety employees will have a work schedule created in accordance with the Section (k) FLSA, which may include a 15-day or other work period.</li> </ul>	
<b>Employee Request for Alternative Work</b>		An employee may request an alternative scheduling arrangement that will equally meet the needs of the department as their current schedule.	



<p><b>Schedules.</b></p>		<p>Adjustments to schedules will generally not be permitted if the adjustment results in overtime or compensatory time, or if satisfactory performance is not maintained.</p> <ul style="list-style-type: none"> <li>• A record of this agreement indicating the anticipated work schedule (if possible), duration (if applicable), and the signatures of both parties shall be submitted to the Department of Human Resources. This is not meant to include the occasional flexing of hours to meet the demands of an employee's workload or department.</li> <li>• The department may discontinue an alternative scheduling arrangement. Employees will be provided notice prior to the discontinuation of the schedule.</li> <li>• If an employee's safety would be compromised by the granting of an alternative schedule, they may not be eligible for alternative scheduling. In some cases, alternative scheduling may be available, but will be limited due to safety concerns.</li> <li>• Each workweek of the alternate work schedule shall contain the same amount of hours an employee was normally scheduled to work.</li> </ul> <p><u>Types of Alternative Schedules</u></p> <p>a) <u>Flexible Workday</u>. The employee's normal workday is "flexed" within the confines of an employee's normal workday. For example, on a regular and ongoing basis an employee's requests to leave work for 2 hours in the middle of the normal workday. An alternate schedule is created to allow the employee to report to work earlier, stay later or a combination of the two.</p> <p>b) <u>Compressed Workweek</u>. The employee's workweek remains as</p>	
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		<p>established for the position, but the number of hours per day or days per week varies.</p> <p>c) <u>Part-time Hours</u>. The employee's workweek may be temporarily reduced. When this occurs, there may be an impact on employee benefits, depending on the duration of the reduced work.</p> <p>d) <u>Telecommuting and Remote Access</u>. The employee's normal work hours are met by a combination of work at the employee's regular work location and through work at home or other location via remote access. Written notice shall be provided to Human Resources.</p>	
<b>Time Reporting</b>		All time worked shall be recorded and reported to the Human Resources Department with each payroll. This includes any use of paid time off to fulfill the County's need to be accountable to the public.	
<b>Meal Breaks</b>		<p>Non-Exempt employees scheduled to work 6 hours or more are allowed a one-half hour to an hour, unpaid meal break, whenever feasible. Meal breaks shall not be used for late arrival or early departure purposes or to create overtime.</p> <p>On-duty meal period. When an employee is <i>required</i> to remain on duty and eat while on duty, the meal period shall be included in hours worked. This includes Communication Operators and Jail Kitchen Cooks, but may include other positions. On-duty meal periods shall be limited to no more than thirty (30) minutes.</p>	
<b>Rest Breaks</b>		Non-Exempt employees scheduled to work eight (8) or more hours in a day may be allowed two 15-minute paid rest breaks, one per each half of the shift. Employees scheduled to work less than eight (8) hours in a day may be	

		<p>allowed one 15-minute paid rest break.</p> <p>Rest breaks shall not be used for late arrival or early departure purposes, nor shall they be combined with a meal or rest break order to take longer break periods. Rest breaks are meant to allow an employee to refresh themselves during the workday and therefore should not be taken in the first or last hour of the workday.</p>	
<b>Volunteer Hours</b>		All volunteer service provided by an employee of the County will be performed outside of the normal hours of work of the employee. Employees are prohibited from volunteering for activities for Jefferson County that are the same or similar nature to their job duties with the County.	
<b>Secondary Employment</b>		County employees are permitted to engage in outside employment provided they meet all responsibilities, obligations, scheduling demands and work performance requirements of their position with the County. Employees are expected to consider the impact outside employment may have on their health and physical endurance. Wherein outside employment is found to interfere with an employee's ability to fully meet his/her employment obligations, the employee will be requested to terminate his/her outside employment if he/she wishes to retain employment with the County. Any outside employment which constitutes a conflict of interest is absolutely prohibited and is subject to disciplinary action up to and including dismissal from County employment. In addition, employees are prohibited from using County facilities, equipment or telephones in any activity related in any way to their outside employment at any time. No activities related to outside employment are to be conducted during working hours.	
<b>Inclement Weather and Emergency</b>		It is the policy of Jefferson County to keep all services, offices and departments open and available to the public to the fullest extent possible.	

<b>Condition</b>		County employees who perform non-essential or non-emergency-type services during periods of inclement weather or other emergency conditions should make a good faith determination about their safety when attempting to travel to work. All County buildings will be open at normal operating times as to allow employees to reach their work site. All County employees should report to work as usual, unless notified otherwise.	
<b>Authority to Declare</b>		The County Administrator and County Board Chair or their designees may close a building(s) or temporarily cease providing non-essential public service when an emergency condition such as inclement weather or some other emergent condition exists and it has been determined it is in the best interests of the employees and the public to temporarily declare an emergency condition.	
<b>Notification Process</b>		In the event that an emergency situation is declared which requires the delay, curtailment or closure of buildings or non-emergency services, the County Administrator will advise Department Heads. If such decision is made prior to the commencement of the work day, employees will be made aware of the decision through local television, radio and other news media. Other methods of communicating with employees may be used if available and if it is practical to do so, including the County's Mass Notification System.	
<b>Reporting for Work – Essential Services Employees</b>		Department Heads who are responsible for essential services will designate the operations, positions and staff that are essential and will continue despite the declaration of an emergency condition. Essential operations may include, but will not be limited to, continuous operations, patient care, protection of the public, or services required to improve driving conditions (Sheriffs' Department and Highway Department) or other conditions prompted by the emergency. Based on the nature and extent of the unique emergency	

		situation other operations and positions may also be considered essential. Employees in positions designated as essential will be expected, as a condition of their employment, to report to work. Designated essential employees may be required to report to work when other County employees are excused.	
<b>Compensation During Declared Emergencies</b>		See Section 1000 Compensation for policy regarding compensation for employees during declared Inclement Weather and Emergency conditions.	

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Jefferson County  
FLEXIBLE PERIOD REPORT  
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FROM 2022 01 TO 2022 07

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<b>12301 Human Resources</b>								
12301	411100 General Property Taxes	-432,264	0	-432,264	-252,153.86	.00	-180,109.84	58.3%
12301	421001 22101 State Aid	0	0	0	.00	.00	.00	.0%
12301	424001 22217 Federal Grants	0	0	0	.00	.00	.00	.0%
12301	424001 22219 Federal Grants	0	-66,246	-66,246	.00	.00	-66,246.00	.0%
12301	451002 Private Party Photocopy	-20	0	-20	.00	.00	-20.00	.0%
12301	451034 Badge Replacement Fee	-40	0	-40	-11.38	.00	-28.62	28.5%
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	0	0	0	.00	.00	.00	.0%
12301	511110 Salary-Permanent Regular	117,533	0	117,533	106,437.32	.00	11,095.59	90.6%
12301	511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301	511210 wages-Regular	117,643	0	117,643	22,457.68	.00	95,185.61	19.1%
12301	511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301	511210 22219 Wages-Regular	0	45,625	45,625	6,626.01	.00	38,998.99	14.5%
12301	511220 wages-Overtime	3,006	0	3,006	264.39	.00	2,741.76	8.8%
12301	511220 22219 Wages-Overtime	0	0	0	34.12	.00	-34.12	.0%
12301	511240 wages-Temporary	0	0	0	1,263.75	.00	-1,263.75	.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	339	0	339	.00	.00	338.75	.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	17,468	0	17,468	9,456.26	.00	8,011.91	54.1%
12301	512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301	512141 22219 Social Security	0	3,429	3,429	509.50	.00	2,919.50	14.9%
12301	512142 Retirement (Employer)	15,504	0	15,504	8,200.53	.00	7,303.35	52.9%
12301	512142 22101 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
12301	512142 22219 Retirement (Employer)	0	2,966	2,966	.00	.00	2,966.00	.0%
12301	512144 Health Insurance	49,806	0	49,806	25,050.81	.00	24,755.01	50.3%
12301	512144 22101 Health Insurance	0	0	0	.00	.00	.00	.0%
12301	512144 22219 Health Insurance	0	12,451	12,451	.00	.00	12,451.00	.0%
12301	512145 Life Insurance	77	0	77	41.69	.00	34.99	54.4%
12301	512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301	512145 22219 Life Insurance	0	9	9	.00	.00	9.00	.0%
12301	512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12301	512151 HSA Contribution	3,750	0	3,750	3,750.00	.00	.00	100.0%

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Jefferson County  
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FROM 2022 01 TO 2022 07

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund			APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12301	512151	22219 HSA Contribution	0	938	938	.00	.00	938.00	.0%
12301	512152	Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301	512153	HRA Contribution	0	0	0	.00	.00	.00	.0%
12301	512173	Dental Insurance	3,312	0	3,312	1,748.00	.00	1,564.00	52.8%
12301	512173	22101 Dental Insurance	0	0	0	.00	.00	.00	.0%
12301	512173	22219 Dental Insurance	0	828	828	.00	.00	828.00	.0%
12301	512128	Arbitrator	400	0	400	.00	.00	400.00	.0%
12301	5121219	Other Professional Serv	16,640	10,880	27,520	79,910.33	5,225.00	-57,615.33	309.4%
12301	5121219	22101 Other Professional Serv	0	0	0	.00	.00	.00	.0%
12301	512220	Consultant	0	0	0	.00	.00	.00	.0%
12301	5121225	Section 125	15,500	5,131	20,631	6,989.25	13,141.50	500.00	97.6%
12301	5121226	Ergonomics	400	0	400	110.00	.00	290.00	27.5%
12301	5121227	Position Classifications	2,200	0	2,200	.00	.00	2,200.00	.0%
12301	5121228	Labor Negotiations	10,000	11,000	21,000	9,072.00	.00	11,928.00	43.2%
12301	5121229	Recruitment Related	11,250	0	11,250	1,207.58	.00	10,042.42	10.7%
12301	5121229	22101 Recruitment Related	0	0	0	.00	.00	.00	.0%
12301	5121296	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	1,500	0	1,500	.00	.00	1,500.00	.0%
12301	531298	United Parcel Service	0	0	0	.00	.00	.00	.0%
12301	531303	Computer Equipmt & Software	2,300	0	2,300	163.30	.00	2,136.70	7.1%
12301	531311	Postage & Box Rent	400	0	400	190.04	.00	209.96	47.5%
12301	531312	Office Supplies	500	0	500	431.80	.00	68.20	86.4%
12301	531312	22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301	531313	Printing & Duplicating	100	0	100	9.60	.00	90.40	9.6%
12301	531313	22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301	531314	Small Items Of Equipment	0	0	0	.00	.00	.00	.0%
12301	531320	22101 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301	531320	22217 Safety Supplies	0	0	0	3,080.93	.00	-3,080.93	.0%
12301	531322	Subscriptions	4,795	0	4,795	4,694.00	.00	101.00	97.9%
12301	531323	Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301	531324	Membership Dues	570	0	570	745.67	.00	-175.67	130.8%
12301	531326	Advertising	8,000	3,950	11,950	2,041.86	3,950.00	5,958.14	50.1%
12301	531351	Gas/Diesel	0	0	0	100.00	.00	-100.00	.0%
12301	531357	Employee Recognition	10,565	0	10,565	1,252.95	.00	9,312.05	11.9%
12301	531357	22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301	532325	Registration	2,275	0	2,275	998.48	.00	1,276.52	43.9%
12301	532332	Mileage	350	0	350	438.80	.00	-88.80	125.4%
12301	532334	Commercial Travel	400	0	400	.00	.00	400.00	.0%
12301	532335	Meals	250	0	250	.00	.00	250.00	.0%
12301	532336	Lodging	1,570	0	1,570	492.75	.00	1,077.25	31.4%
12301	532339	Other Travel & Tolls	100	0	100	13.50	.00	86.50	13.5%

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FROM 2022 01 TO 2022 07

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 532350 Training Materials	7,525	4,800	12,325	2,748.00	4,800.00	4,777.00	61.2%
12301 533225 Telephone & Fax	50	0	50	.00	.00	50.00	.0%
12301 535242 Maintain Machinery & Equip	450	0	450	324.19	.00	125.81	72.0%
12301 571004 IP Telephony Allocation	353	0	353	205.94	.00	147.06	58.3%
12301 571005 Duplicating Allocation	277	0	277	161.56	.00	115.44	58.3%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,500	0	7,500	4,375.00	.00	3,125.00	58.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,321	0	2,321	1,353.94	.00	967.06	58.3%
12301 591519 Other Insurance	2,625	0	2,625	1,751.61	.00	873.44	66.7%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	6.70	.00	-6.70	.0%
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	-32,880	-32,880	.00	.00	-32,880.00	.0%
TOTAL Human Resources	0	13,881	13,881	56,544.60	27,116.50	-69,780.35	602.7%



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FROM 2022 01 TO 2022 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<b>12302 Safety</b>							
12302 411100 General Property Taxes	-123,241	0	-123,241	-71,890.56	.00	-51,350.35	58.3%
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	72,127	0	72,127	.00	.00	72,126.92	.0%
12302 511210 Wages-Regular	0	0	0	.00	.00	.00	.0%
12302 511240 Wages-Temporary	7,800	0	7,800	.00	.00	7,800.00	.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	5,437	0	5,437	.00	.00	5,436.64	.0%
12302 512142 Retirement (Employer)	4,688	0	4,688	.00	.00	4,688.25	.0%
12302 512144 Health Insurance	16,602	0	16,602	.00	.00	16,601.94	.0%
12302 512145 Life Insurance	12	0	12	.00	.00	12.00	.0%
12302 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512151 HSA Contribution	1,250	0	1,250	.00	.00	1,250.00	.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	30	0	30	.00	.00	30.00	.0%
12302 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12302 531313 Printing & Duplicating	30	0	30	.00	.00	30.00	.0%
12302 531314 Small Items Of Equipment	808	0	808	.00	.00	808.00	.0%
12302 531320 Safety Supplies	360	0	360	464.70	.00	-104.70	129.1%
12302 531322 Subscriptions	3,600	0	3,600	3,606.56	.00	-6.56	100.2%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12302 531324 Membership Dues	810	0	810	385.00	.00	425.00	47.5%
12302 531326 Advertising	0	0	0	.00	.00	.00	.0%
12302 532325 Registration	750	0	750	450.00	.00	300.00	60.0%
12302 532332 Mileage	150	0	150	.00	.00	150.00	.0%
12302 532335 Meals	210	0	210	.00	.00	210.00	.0%
12302 532336 Lodging	570	0	570	.00	.00	570.00	.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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FROM 2022 01 TO 2022 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12302 571004 IP Telephony Allocation	0	0	0	.00	.00	.00	.0%
12302 571005 Duplicating Allocation	0	0	0	.00	.00	.00	.0%
12302 571009 MIS PC Group Allocation	1,250	0	1,250	729.19	.00	520.81	58.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	387	0	387	225.75	.00	161.25	58.3%
12302 591519 Other Insurance	716	0	716	492.73	.00	223.43	68.8%
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	-65,536.63	.00	65,536.63	.0%
TOTAL General Fund	0	13,881	13,881	-8,992.03	27,116.50	-4,243.72	130.6%
TOTAL REVENUES	-566,565	-99,126	-665,691	-324,055.80	.00	-341,634.81	
TOTAL EXPENSES	566,565	113,007	679,571	315,063.77	27,116.50	337,391.09	

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FROM 2022 01 TO 2022 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	13,881	13,881	-8,992.03	27,116.50	-4,243.72	130.6%

**Report to Human Resources Committee  
August 16, 2022**

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following vacant position requests since June 21, 2022: (188 applicants)

- **Fair Park**
  - Fair Week workers
- **Finance**
  - Budget Analyst I
- **Health Department**
  - Drug Free Coalition Assistant
  - Public Health Nurse
- **Highway**
  - Accounting Specialist II
- **Human Services**
  - Administrative Assistant II-CCS
  - Community Outreach Worker
  - Economic Support Specialist
  - Social Workers
    - Child Protective Services Intake
    - CCS Family Centered Treatment Psychotherapist
    - School Mental Health/Psychotherapist
    - Mental Health Professional – FCT
  - Van Driver
- **Land and Water Conservation Department**
  - Resource Conservationist
- **MIS**
  - Central Duplicating Clerk (PT)
- **Parks**
  - Building and Grounds Maintenance II worker

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since June 21, 2022, 2021:

- **Clerk of Courts:** Scanning positions
- **District Attorney's Office:** Scanning positions.
- **Human Resources:** Scanning positions.

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

- Accounting Specialist, Highway – Step 6
- Administrative Assistant, HS – step 4
- Budget Analyst, Finance – Step 4

- Building & Grounds Worker II, Parks – Step 4
- CCS Service Facilitator II – Step 2
- Equipment Mechanic, Highway – Step 3
- Equipment Mechanic, Highway – Step 3
- Intake Worker, step 6 and 3 weeks' vacation (rehire)
- Intake Worker – step 7
- Recruitment and Retention Specialist, HR – step 4

**OTHER ACTIVITIES:**

- 2023 personnel wages and benefits
- Health insurance costs
- 188 applicants; 23 FT hires; 3 PT hires; 5 Emergency Help hires; 28 Fair Week hires
- Covid
- Scanning

Respectfully Submitted,

A handwritten signature in black ink that reads "Terri M Palm". The signature is written in a cursive, flowing style.

Terri M Palm  
Human Resources Director