

**Human Resources Committee Agenda**  
**Highway Committee Room**  
**1425 Wisconsin Dr, and Videoconference**  
**Jefferson, WI 53549**  
**Tuesday, September 26, 2023, at 9:00 a.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: <b>1-312-626-6799</b>	

Committee Members: James Braughler, Chair; Joan Fitzgerald, Vice-Chair; Meg Turville-Heitz; Michael Wineke; Karl Zarling

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 August 15, 2023, Minutes
7. Communications
8. Discussion and possible action to amend the County's vacation policy
9. Discussion and possible action approving amendment to Jefferson County's pay plan for the 2024 budget to adjust wages for positions determined to be significantly below market of 10% or more and positions impacted by compression
10. Review of August 2023 monthly financial reports for Human Resources and Safety
11. Report from Human Resources Director
  - a. Update and discussion of Employee Recruitment and Retention Workgroup meeting
  - b. Requests to fill vacant positions
  - c. Emergency Help requests
  - d. Extra steps and/or benefits for new hires and current positions
  - e. Approvals of Leaves of Absences
12. Set next meeting date and agenda items
13. Adjournment

**Next scheduled meetings:**  
**Tuesday, October 17, 2023, at 8:30 a.m.**  
**Tuesday, November 21, 2023, at 8:30 a.m.**  
**Tuesday, December 19, 2023, 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 15, 2023 @ 8:30 a.m.

Jefferson County Highway Committee Room, and Videoconference

1. Call to Order: Meeting called to order by Chair Braughler at 8:31 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz (virtual); Michael Wineke. Excused: Karl Zarling. **Quorum established.** Others present: David Drayna, County Board Supervisor (virtual); Tina Gleisner-Hotter, Clerk of Courts Financial Chief Deputy; Cindy Hamre-Incha, Clerk of Courts; Michael Luckey, Assistant County Administrator; Terri Palm-Kostroski, Human Resources Director; Jennifer Robinson, Recruitment and Retention Specialist (virtual); Dana Scherer, Clerk of Courts Operations Chief Deputy; Jessica Tucker, Benefits Administrator (virtual); J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: **No action taken.**
5. Public Comment: None.
6. Approval of July 18, 2023, Human Resources Committee Minutes. **Motion by J. Fitzgerald, to approve the Human Resources Committee July 18, 2023, minutes. Second by M. Wineke. Motion passed 4:0.**
7. Communications: None.
8. Update and discussion of Employee Recruitment and Retention Workgroup Meeting. Discussion only. **No action taken.**
9. Update of approval of implementing a wellness incentive program for the remainder of 2023. Discussion only. **No action taken.**
10. Update and discussion on employee compensation data and the impact on the County's non-represented pay grading system and compensation policy. Discussion and consensus on addressing benchmark positions 10% and greater behind market, similar positions based on similar internal comparison data, and positions impacted by compression. **No action taken.**
11. 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 discussion and possible action on labor negotiation strategy and/or approval of labor contract with the Jefferson County Deputy Sheriff's Association. Also present: D. Drayna, M. Luckey, T. Palm-Kostroski, J. Robinson, J. Tucker, J. B. Ward, B. Wehmeier. Motion by M. Turville-Heitz to move into closed session under Wisconsin State Statute section 19.85(1)(e) for the purpose of discussing and possible action on labor negotiation strategy and/or approval of labor contract. Second by J. Fitzgerald. J. Braughler, Aye; J. Fitzgerald, Aye; M. Wineke, Aye; M. Turville-Heitz, Aye. Moved into closed session at 9:15 a.m.
12. Reconvene into open session for possible action on items discussed in closed session. **Motion by J. Fitzgerald to reconvene into open session. Second by M. Wineke. Motion passed 4:0. Reconvened into open session at 9:30 a.m. No action taken.**
13. Update and discussion on employee compensation data and the impact on the County's non-represented pay grading system and compensation policy. T. Palm-Kostroski discussed feedback from an employee work group as well as survey results of the work group. Guidance from committee to continue work group for additional information, and in the meantime, make market adjustments as needed for positions above/below 10% of the market. Human Resources will do an analysis of guidance and report back at next meeting. Discussion only. **No action taken.**
14. Review of July 2023 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
15. Report from Human Resources Director. T. Palm-Kostroski provided verbal update on positions and emergency help requests, additional steps and/or benefits, and activities since the July 18, 2023, meeting. **No action taken.**
16. Set next meeting date and agenda items. Tuesday, September 26, 2023, at 9:00 a.m.; Tuesday, October 17, 2023, at 8:30 a.m.; and Tuesday, November 21, 2023, at 8:30 a.m. Next agenda to include update of Market study/planning; update on recruitment/retention policies including vacation policy update. **No action taken.**
17. Adjournment. **Motion by M. Turville-Heitz to adjourn. Second by J. Fitzgerald. Motion passed 4:0. Meeting adjourned at 9:45 a.m.**

**ORDINANCE NO. 2023 - \_\_\_\_**

**Repealing and Recreating Personnel Ordinance HR0690, Vacation with Pay**

**Executive Summary**

The purpose of repealing and recreating the Vacation with Pay ordinance is to promote employee well-being, work/life balance, and enhance recruitment and retention efforts within Jefferson County. This updated ordinance allows employees to earn more vacation with fewer years of service and incorporates suggestions and input from an employee workgroup. The Human Resources Department recognizes the need for further discussion and review regarding vacation carryover allowance and the associated financial impacts.

The Human Resources Committee considered this ordinance on Tuesday, September 26, 2023, and recommended forwarding to the County Board for approval.

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**WHEREAS**, Jefferson County recognizes the importance of work-life balance and values the well-being of its employees; and

**WHEREAS**, feedback was sought from an employee workgroup to enhance the existing Vacation with Pay ordinance; and

**WHEREAS**, the recommended ordinance amendments incorporate many of the employee suggestions, including changes to when vacation accrues and vacation eligibility for part-time positions.

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors that section HR0690 of the Personnel Ordinance, Vacation with Pay, is hereby repealed and recreated as follows:

**Section 1:**

**HR0690 - VACATION WITH PAY**

**PURPOSE:** Jefferson County recognizes the importance of work-life balance and the value of vacations for our employees' well-being. This vacation ordinance outlines the procedures for requesting, accruing, and using vacation time.

**POLICY:** Vacation is an earned benefit and part of Jefferson County's comprehensive employee benefit package. During approved vacation time, employees will receive their regular base pay, subject to applicable deductions. If a recognized county holiday falls within an approved vacation period, it will not be counted as a vacation day. If an employee falls ill during their vacation, they should promptly report it to their supervisor and Human Resources. Sick leave may be used if the employee qualifies for leave under the Wisconsin and/or Federal Family and Medical Leave Act (FMLA). Vacation misuse, which includes the violation of any time policy, may lead to forfeiture of vacation privileges.

**PROCEDURE:**

1. **Eligibility:** Regular employees working 24 or more hours per week are eligible for vacation benefits. Excluded are limited-term employees, including emergency help employees, regardless of the expected duration of their assignment.
2. **Accrual Timing:** Vacation is distributed on an annual basis on January 1, calculated based on the years of service, FTE, and hours worked in the previous year.

3. **Requesting Vacation Time:** Employees must request vacation time in advance using their department's designated time-off request system. Requests should be submitted with as much notice as possible, and approval is subject to manager discretion and workload requirements. Employees are encouraged to plan their vacations in consultation with their supervisors to ensure proper coverage. The County will make every effort to accommodate reasonable vacation requests but cannot guarantee that all vacation requests will be approved.
4. **Vacation Accrual:**
  - a. Vacation upon initial employment or change to a benefited position in first 2 years of Service: New employees and employees changing from a non-benefited to a benefited status will receive 2 weeks (80 hours) of vacation, prorated based on the employee's designated Full-Time Equivalent (FTE) work hours and remaining hours for the year. For example, an employee regularly scheduled 40 hours/week and hired on July 1 will receive 40 hours of vacation for the remainder of the year. An employee regularly scheduled 30 hours/week and hired on July 1 will receive 30 hours of vacation for the remainder of the year.
  - b. Vacation After 2 Years of Service or change to a benefited position after 2 Years of Service: After completing 2 full years of service within the previous calendar year, employees will receive 3 weeks (120 hours) of vacation, prorated using the same method of proration as described in subsection 4a. above. For example: A full-time employee has 2 full years of service completed on October 1. The employee will receive prorated vacation in January of the succeeding year based on 9 months at the 2-week rate and 3 months at the 3-week rate, or 90 hours.
  - c. Vacation After 7 Years of Service or change to a benefited position after 7 Years of Service: After completing 7 full years of service within the previous calendar year, employees will receive 4 weeks (160 hours) of vacation using the same method of proration as described in subsection 4a. above.
  - d. Vacation After 15 Years of Service or change to a benefited position after 15 Years of Service: After completing 15 years of service within the previous calendar year, employees will receive 5 weeks (200 hours) of vacation using the same method of proration as described in 4a. above.
5. **Vacation for Part-time Employees Working Less Than 24 Hours/Week:** (Part-time employees regularly working less than 24 hours per week, but 18 or more hours/week, will be eligible for prorated vacation based on their average weekly hours.
  - a. Employees will accrue vacation time based on the number of hours worked per week, and their accrual will be prorated accordingly as follows:
    - i. Budgeted and regularly working less than 18 hours/week: Not eligible for vacation accrual.
    - ii. Budgeted and regularly working 18 to 23 hours/week: Accrual at a rate equivalent to 50% of prorated status. For example, a full-time employee receives 120 hours of vacation based on their years of services. An employee working 18 hours/week (.45 FTE) would receive 50% of a .45 FTE, or  $120 \text{ hours} \times .45 \times .5 = 27 \text{ hours of vacation}$ .

- b. Vacation for part-time employees will follow the same accrual, approval, payout, forfeiture policies as full-time employees. The carryover limit for part-time employees into the next calendar year will be limited to 8 hours unless 6.b. of this ordinance applies.
6. **Carryover Policy:** Employees are encouraged to utilize their accrued vacation time regularly to maintain a healthy work-life balance. To promote this, the policy includes a carryover provision.
- a. Standard Carryover: Employees may carry over a maximum of 8 hours of unused vacation annually. These hours can be used during the following year or be forfeited.
- b. Additional Carryover: In exceptional cases, where employees have a legitimate reason for being unable to use their vacation hours during the year, they may request additional carryover hours. To request additional carryover, employees must provide a written explanation detailing the circumstances preventing the use of accrued vacation time. The request must be approved by both their department head and the Human Resources Director or their designees. Examples of acceptable reasons for additional carryover include unexpected medical issues or personal emergencies.
- c. Unused Vacation Hours: Any vacation hours exceeding the standard carryover limit (8 hours) that are not approved for additional carryover shall be forfeited. Employees are encouraged to plan their vacations and use their accrued hours wisely. Planning an extensive leave, planning a longer vacation in the following year, or receiving additional vacation time due to an anniversary date falling later in the year are not considered acceptable reasons for additional carryover.
7. **Vacation Payouts:** Employees who resign or reduce their hours below 24 hours per week (18 hours per week for part-time positions) will be paid out accrued but unused vacation time, excluding employees terminated for cause.
8. **Vacation Forfeiture:** The decision to forfeit vacation will be made by the Human Resources Director or their designees.
9. **Review and Amendments:** This vacation ordinance is effective January 1, 2024, and it supersedes any previous policies which are subject to this ordinance. This vacation ordinance will be subject to review periodically and may be amended as needed. Any changes will be communicated to all employees in a timely and transparent manner.

**FISCAL NOTE:** Repealing and recreating this ordinance recognizes that vacation hours are part of the total hours budgeted per position and the fiscal impact will be determined based on manager discretion to approve/deny vacation which may require payment for overtime work due to employees using vacation or result in lost productivity.

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_ Vacant: \_\_\_\_\_

Referred By:

Human Resources Committee

10-10-2023

REVIEWED: Corporation. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_



## JEFFERSON COUNTY HUMAN RESOURCES

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

**TERRI PALM KOSTROSKI**  
Human Resources Director

**JESSICA TUCKER**  
Benefits Administrator

**JESSICA OLSZEWSKI**  
Human Resources Coordinator II

**JENNIFER ROBINSON**  
Recruitment/Retention Specialist

To: Members of the Human Resources Committee

FROM: Terri Palm, HR Director

RE: **Market Study and Compensation Analysis for Jefferson County Positions**

DATE: September 26, 2023

As the Human Resources Director for Jefferson County, Wisconsin, it is my responsibility to provide recommendations that will help us maintain a competitive edge in attracting and retaining top talent within our organization. With this in mind, I would like to present my recommendation for the 2024 budget regarding wage adjustments for certain benchmark positions.

After a comprehensive analysis of our compensation structure and benchmark positions, it has become apparent that we have several roles that are currently paid at a level of 10% or more below market comparables. To address this issue, I propose that we increase the wages for these positions to an acceptable level of pay that is within 60% of the market rate.

The comparable counties we have considered for this analysis include Columbia, Dodge, Rock, Sauk, Walworth, and Washington, with additional consideration of Dane and Waukesha. Based on this data, we have identified 10 benchmark positions that are impacted by this wage adjustment recommendation:

1. Assistant Finance Director
2. Benefits Specialist
3. Child/Family Division Manager
4. Finance Director
5. HR Director
6. IT Director
7. IT Specialist II
8. Intake Manager
9. Programmer Analyst
10. Systems Analyst

Furthermore, we have considered positions that are internally comparable based on matching at least 7 of 8 categories, including decision making, supervisory responsibilities, knowledge, budget impact, contacts, physical skills, and work environment. These positions include:

1. Behavior Health Division Manager
2. CCS Manager
3. CSP Manager
4. Crisis Service Manager
5. MH/AODA Manager

Lastly, with the settlement of the labor union contract and swift market changes in the IT industry, there are pay compression concerns. Just a reminder that compression in compensation appears when there is minimal differentiation in pay between employees, particularly those with varying levels of experience and/or skills in the same employment field. To address the identified compression issues, I recommend that all IT staff and sworn, non-union positions also be adjusted on the current pay system, including:

1. Sr. Systems Analyst Supervisor
2. Sr. Network Specialist Supervisor
3. Sr. Systems Analyst (Vacant)
4. Hardware Tech
5. IT Specialist I
6. Network Specialist (Vacant)
7. Sergeant
8. Captain
9. Chief Deputy

It is important to note that these proposed adjustments are estimated to cost approximately \$167,400 and have been included in the recommended 2024 budget. While these adjustments will significantly improve our competitiveness in the job market, there are still positions that remain between 5% and 10% below market rates, as well as those above market rates by a significant amount. We will continue to address these issues through meetings of the Employee Workgroup and discussions with the Committee.

Our ability to attract and retain top talent is vital for the success of Jefferson County, and I believe these adjustments will move us in the right direction, understanding there is more work to be done.

**JEFFERSON COUNTY**  
**12/31/2023**

		Minimum				Control Point						Maximum
	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Finance Director; IT Director	26A	\$ 71.1084	\$ 72.9180	\$ 74.7739	\$ 76.6763	\$ 78.6368	\$ 80.6321	\$ 82.6852	\$ 84.7849	\$ 86.9426	\$ 89.1464	\$ 91.4085
	22	\$ 58.5339	\$ 60.2044	\$ 61.8746	\$ 63.5335	\$ 65.2155	\$ 66.8975	\$ 68.5796	\$ 70.2383	\$ 71.9089	\$ 73.5791	\$ 75.2496
	21	\$ 56.4458	\$ 58.0467	\$ 59.6592	\$ 61.2714	\$ 62.8840	\$ 64.4962	\$ 66.0971	\$ 67.7210	\$ 69.3336	\$ 70.9459	\$ 72.5585
	20	\$ 54.3115	\$ 55.8658	\$ 57.4087	\$ 58.9632	\$ 60.5175	\$ 62.0720	\$ 63.6145	\$ 65.1808	\$ 66.7351	\$ 68.2779	\$ 69.8439
	19	\$ 52.2119	\$ 53.7082	\$ 55.2047	\$ 56.6895	\$ 58.1859	\$ 59.6823	\$ 61.1671	\$ 62.6635	\$ 64.1483	\$ 65.6446	\$ 67.1297
	18	\$ 50.1238	\$ 51.5507	\$ 52.9775	\$ 54.4042	\$ 55.8310	\$ 57.2696	\$ 58.6962	\$ 60.1346	\$ 61.5731	\$ 63.0000	\$ 64.4383
	17B	\$ 50.7386	\$ 52.1074	\$ 53.4994	\$ 54.8683	\$ 56.2255	\$ 57.5943	\$ 58.9632	\$ 60.3434	\$ 61.7123	\$ 63.1317	\$ 64.5837
HR Director	17	\$ 48.0126	\$ 49.3700	\$ 50.7386	\$ 52.1074	\$ 53.4994	\$ 54.8683	\$ 56.2255	\$ 57.5943	\$ 58.9632	\$ 60.3434	\$ 61.7123
	16C	\$ 48.5230	\$ 49.8338	\$ 51.1447	\$ 52.4555	\$ 53.7662	\$ 55.0770	\$ 56.3879	\$ 57.6988	\$ 59.0210	\$ 60.3785	\$ 61.7672
Chief Deputy Child/Family, and Behavior Health Div Managers	16B	\$ 46.9571	\$ 48.2910	\$ 49.6309	\$ 50.9705	\$ 52.3220	\$ 53.6619	\$ 54.9958	\$ 56.3356	\$ 57.6754	\$ 59.0211	\$ 60.3666
	16	\$ 45.9015	\$ 47.2122	\$ 48.5230	\$ 49.8338	\$ 51.1447	\$ 52.4555	\$ 53.7662	\$ 55.0770	\$ 56.3879	\$ 57.6988	\$ 59.0210
	15S	\$ 53.8011	\$ 55.0656	\$ 56.3184	\$ 57.6137	\$ 58.9388						
Captains Intake, CCS, CSP, Crisis, MH/AODA managers	15B	\$ 45.0431	\$ 46.3075	\$ 47.5604	\$ 48.8132	\$ 50.0659	\$ 51.3071	\$ 52.5483	\$ 53.8011	\$ 55.0656	\$ 56.3184	\$ 57.6137
	15	\$ 43.7902	\$ 45.0431	\$ 46.3075	\$ 47.5604	\$ 48.8132	\$ 50.0659	\$ 51.3071	\$ 52.5483	\$ 53.8011	\$ 55.0656	\$ 56.3184
	14	\$ 41.6906	\$ 42.8855	\$ 44.0802	\$ 45.2866	\$ 46.4698	\$ 47.6530	\$ 48.8478	\$ 50.0425	\$ 51.2374	\$ 52.4207	\$ 53.6155
Sr Systems and Sr Network supervisors	13S	\$ 47.5023	\$ 48.6391	\$ 49.7527	\$ 50.8778	\$ 52.0480						
	13B	\$ 40.7279	\$ 41.8414	\$ 42.9782	\$ 44.1150	\$ 45.2519	\$ 46.3654	\$ 47.5023	\$ 48.6391	\$ 49.7527	\$ 50.8778	\$ 52.0480
	13	\$ 39.5911	\$ 40.7279	\$ 41.8414	\$ 42.9782	\$ 44.1150	\$ 45.2519	\$ 46.3654	\$ 47.5023	\$ 48.6391	\$ 49.7527	\$ 50.8778
Sergeants Ass't Finance Director	12B	\$ 38.5471	\$ 39.6257	\$ 40.7046	\$ 41.7719	\$ 42.8391	\$ 43.9063	\$ 44.9735	\$ 46.0406	\$ 47.1194	\$ 48.1867	\$ 49.2950
	12	\$ 37.4913	\$ 38.5471	\$ 39.6257	\$ 40.7046	\$ 41.7719	\$ 42.8391	\$ 43.9063	\$ 44.9735	\$ 46.0406	\$ 47.1194	\$ 48.1867
Network Sp; Sr. Systems Analyst	11S	\$ 42.4562	\$ 43.4654	\$ 44.4747	\$ 45.5070	\$ 46.5537						
	11C	\$ 38.4079	\$ 39.4402	\$ 40.4494	\$ 41.4353	\$ 42.4562	\$ 43.4654	\$ 44.4747	\$ 45.5070	\$ 46.5537	\$ 47.6244	\$ 48.7198
	11B	\$ 36.4242	\$ 37.3523	\$ 38.3034	\$ 39.2779	\$ 40.2753	\$ 41.2963	\$ 42.3517	\$ 43.4304	\$ 44.5326	\$ 45.6694	\$ 46.8295
Systems Analyst	11	\$ 35.3569	\$ 36.3894	\$ 37.4103	\$ 38.4079	\$ 39.4402	\$ 40.4494	\$ 41.4353	\$ 42.4562	\$ 43.4654	\$ 44.4747	\$ 45.5070
	10B	\$ 35.1714	\$ 36.1342	\$ 37.0969	\$ 38.0249	\$ 38.9763	\$ 39.9274	\$ 40.8903	\$ 41.8414	\$ 42.7926	\$ 43.7768	\$ 44.7837
	10	\$ 33.2690	\$ 34.2435	\$ 35.1714	\$ 36.1342	\$ 37.0969	\$ 38.0249	\$ 38.9763	\$ 39.9274	\$ 40.8903	\$ 41.8414	\$ 42.7926
Programmer Analyst IT Specialist II/Sr IT Specialist	9C	\$ 32.9442	\$ 33.8257	\$ 34.7423	\$ 35.6122	\$ 36.4937	\$ 37.4103	\$ 38.2918	\$ 39.1850	\$ 40.0549	\$ 40.9762	\$ 41.9187
	9B	\$ 32.2249	\$ 33.0487	\$ 33.8837	\$ 34.7537	\$ 35.6353	\$ 36.5402	\$ 37.4682	\$ 38.4194	\$ 39.4055	\$ 40.4031	\$ 41.4238
	9	\$ 31.1811	\$ 32.0394	\$ 32.9442	\$ 33.8257	\$ 34.7423	\$ 35.6122	\$ 36.4937	\$ 37.4103	\$ 38.2918	\$ 39.1850	\$ 40.0549
IT Specialist I/microcomputer spec	8C	\$ 30.7286	\$ 31.5522	\$ 32.3990	\$ 33.2110	\$ 34.0344	\$ 34.8814	\$ 35.7049	\$ 36.5287	\$ 37.3753	\$ 38.2350	\$ 39.1144
	8B	\$ 29.9049	\$ 30.7286	\$ 31.5522	\$ 32.3990	\$ 33.2110	\$ 34.0344	\$ 34.8814	\$ 35.7049	\$ 36.5287	\$ 37.3753	\$ 38.2350
	8	\$ 29.0582	\$ 29.9049	\$ 30.7286	\$ 31.5522	\$ 32.3990	\$ 33.2110	\$ 34.0344	\$ 34.8814	\$ 35.7049	\$ 36.5287	\$ 37.3753
Benefits Specialist	7B	\$ 27.7358	\$ 28.5130	\$ 29.2670	\$ 30.0559	\$ 30.8098	\$ 31.5870	\$ 32.3643	\$ 33.1297	\$ 33.8953	\$ 34.6843	\$ 35.4820
	7	\$ 26.9585	\$ 27.7358	\$ 28.5130	\$ 29.2670	\$ 30.0559	\$ 30.8098	\$ 31.5870	\$ 32.3643	\$ 33.1297	\$ 33.8953	\$ 34.6843
	6B	\$ 26.2857	\$ 26.9817	\$ 27.7009	\$ 28.4085	\$ 29.1279	\$ 29.8353	\$ 30.5314	\$ 31.2623	\$ 31.9583	\$ 32.6933	\$ 33.4453
Hardware Tech	6	\$ 24.8591	\$ 25.5666	\$ 26.2857	\$ 26.9817	\$ 27.7009	\$ 28.4085	\$ 29.1279	\$ 29.8353	\$ 30.5314	\$ 31.2623	\$ 31.9583
	5	\$ 22.7361	\$ 23.3973	\$ 24.0469	\$ 24.7081	\$ 25.3462	\$ 25.9958	\$ 26.6570	\$ 27.2950	\$ 27.9560	\$ 28.5942	\$ 29.2439
	4B	\$ 21.8314	\$ 22.4112	\$ 23.0145	\$ 23.5945	\$ 24.1861	\$ 24.7777	\$ 25.3693	\$ 25.9494	\$ 26.5525	\$ 27.1632	\$ 27.7880
	4	\$ 20.6481	\$ 21.2514	\$ 21.8314	\$ 22.4112	\$ 23.0145	\$ 23.5945	\$ 24.1861	\$ 24.7777	\$ 25.3693	\$ 25.9494	\$ 26.5525
	3	\$ 19.4650	\$ 19.9636	\$ 20.4743	\$ 20.9961	\$ 21.5298	\$ 22.0750	\$ 22.6318	\$ 23.2119	\$ 23.8033	\$ 24.4066	\$ 25.0215
	2	\$ 18.2818	\$ 18.7921	\$ 19.3024	\$ 19.8478	\$ 20.3582	\$ 20.8686	\$ 21.4138	\$ 21.9240	\$ 22.4461	\$ 22.9681	\$ 23.4901
	1	\$ 17.2145	\$ 17.6552	\$ 18.1077	\$ 18.5718	\$ 19.0473	\$ 19.5346	\$ 20.0335	\$ 20.5439	\$ 21.0656	\$ 21.5993	\$ 22.1446



09/25/2023  
 14:57:21

 Jefferson County  
 FLEXIBLE PERIOD REPORT  
 AUGUST 2023

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 glflxrpt

FROM 2023 01 TO 2023 08

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	-503,321	0	-503,321	-335,547.60	.00	-167,773.85	66.7%
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	-93,136	0	-93,136	.00	.00	-93,135.77	.0%
12301 451002	Private Party Photocopy	-40	0	-40	-9.00	.00	-31.00	22.5%
12301 451034	Badge Replacement Fee	-40	0	-40	-15.28	.00	-24.72	38.2%
12301 451200	Records & Reports	0	0	0	.00	.00	.00	.0%
12301 484005	Insurance Training Reimburse	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
12301 486010	Rebates	-6,990	0	-6,990	.00	.00	-6,990.00	.0%
12301 511110	Salary-Permanent Regular	188,492	0	188,492	125,042.63	.00	63,449.78	66.3%
12301 511110	22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511110	22219 Salary-Permanent Regula	0	0	0	11,152.47	.00	-11,152.47	.0%
12301 511210	Wages-Regular	52,259	0	52,259	35,784.14	.00	16,475.34	68.5%
12301 511210	22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511210	22219 Wages-Regular	65,612	0	65,612	28,156.06	.00	37,455.62	42.9%
12301 511220	Wages-Overtime	31	0	31	.00	.00	30.78	.0%
12301 511220	22219 Wages-Overtime	0	0	0	.00	.00	.00	.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	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	16,617	0	16,617	11,063.46	.00	5,553.39	66.6%
12301 512141	22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141	22219 Social Security	4,653	0	4,653	3,007.13	.00	1,646.29	64.6%
12301 512142	Retirement (Employer)	16,396	0	16,396	10,936.28	.00	5,459.98	66.7%
12301 512142	22101 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
12301 512142	22219 Retirement (Employer)	4,462	0	4,462	701.29	.00	3,760.30	15.7%
12301 512144	Health Insurance	85,756	0	85,756	51,465.00	.00	34,291.38	60.0%
12301 512144	22101 Health Insurance	0	0	0	.00	.00	.00	.0%
12301 512144	22219 Health Insurance	17,293	0	17,293	.00	.00	17,293.08	.0%
12301 512145	Life Insurance	74	0	74	51.68	.00	22.60	69.6%
12301 512145	22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512145	22219 Life Insurance	12	0	12	3.27	.00	8.73	27.3%
12301 512150	FSA Contribution	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
12301 512151 HSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512151 22219 HSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512153 HRA Contribution	0	0	0	1,291.94	.00	-1,291.94	.0%
12301 512173 Dental Insurance	3,312	0	3,312	2,306.55	.00	1,005.45	69.6%
12301 512173 22101 Dental Insurance	0	0	0	.00	.00	.00	.0%
12301 512173 22219 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
12301 521218 Arbitrator	400	0	400	400.00	.00	.00	100.0%
12301 521219 Other Professional Serv	17,300	84,880	102,180	77,191.98	24,821.50	166.52	99.8%
12301 521219 22101 Other Professional Serv	0	0	0	.00	.00	.00	.0%
12301 521220 Consultant	0	0	0	.00	.00	.00	.0%
12301 521225 Section 125	39,300	0	39,300	22,759.65	2,892.25	13,648.10	65.3%
12301 521226 Ergonomics	400	0	400	.00	.00	400.00	.0%
12301 521227 Position Classifications	1,000	0	1,000	.00	.00	1,000.00	.0%
12301 521228 Labor Negotiations	22,500	20,000	42,500	19,080.50	.00	23,419.50	44.9%
12301 521229 Recruitment Related	10,670	0	10,670	5,583.24	37,080.00	-31,993.24	399.8%
12301 521229 22101 Recruitment Related	0	0	0	.00	.00	.00	.0%
12301 521296 Computer Support	0	0	0	.00	.00	.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	0	0	0	.00	.00	.00	.0%
12301 531303 Computer Equipmt & Software	6,946	0	6,946	4,704.43	.00	2,241.83	67.7%
12301 531311 Postage & Box Rent	400	0	400	306.00	.00	94.00	76.5%
12301 531312 Office Supplies	800	0	800	622.57	.00	177.43	77.8%
12301 531312 22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301 531313 Printing & Duplicating	50	0	50	6.12	.00	43.88	12.2%
12301 531313 22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301 531314 Small Items Of Equipment	0	0	0	167.30	.00	-167.30	.0%
12301 531320 22101 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301 531320 22217 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301 531322 Subscriptions	6,395	0	6,395	4,284.65	.00	2,110.35	67.0%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301 531324 Membership Dues	790	0	790	748.61	.00	41.39	94.8%
12301 531326 Advertising	8,200	0	8,200	-1,080.11	.00	9,280.11	13.2%
12301 531351 Gas/Diesel	150	0	150	.00	.00	150.00	.0%
12301 531357 Employee Recognition	6,990	0	6,990	1,032.92	.00	5,957.08	14.8%
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532325 Registration	2,525	0	2,525	2,498.00	.00	27.00	98.9%
12301 532332 Mileage	500	0	500	582.30	.00	-82.30	116.5%
12301 532334 Commercial Travel	450	0	450	.00	.00	450.00	.0%
12301 532335 Meals	250	0	250	327.67	.00	-77.67	131.1%
12301 532336 Lodging	1,670	0	1,670	720.00	.00	950.00	43.1%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 532339 Other Travel & Tolls	100	0	100	19.50	.00	80.50	19.5%
12301 532350 Training Materials	7,525	45,000	52,525	11,911.00	.00	40,614.00	22.7%
12301 533225 Telephone & Fax	0	0	0	98.74	.00	-98.74	.0%
12301 535242 Maintain Machinery & Equip	650	0	650	641.64	.00	8.36	98.7%
12301 571004 IP Telephony Allocation	318	0	318	212.00	.00	106.00	66.7%
12301 571005 Duplicating Allocation	417	0	417	278.00	.00	139.00	66.7%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,208	0	7,208	4,805.36	.00	2,402.64	66.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,640	0	2,640	1,760.00	.00	880.00	66.7%
12301 591519 Other Insurance	3,570	0	3,570	2,114.08	.00	1,455.92	59.2%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	13.23	.00	-13.23	.0%
12301 594813 Capital Office Equip	0	0	0	.00	.00	.00	.0%
12301 594818 Capital Computer	0	0	0	.00	.00	.00	.0%
12301 699999 Budgetary Fund Balance	0	-27,880	-27,880	.00	.00	-27,880.00	.0%
TOTAL Human Resources	0	122,000	122,000	107,179.40	64,793.75	-49,973.15	141.0%

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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	-125,229	0	-125,229	-83,485.76	.00	-41,742.90	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	75,688	0	75,688	.00	.00	75,688.45	.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	5,424	0	5,424	.00	.00	5,424.30	.0%
12302 512142 Retirement (Employer)	5,147	0	5,147	.00	.00	5,146.81	.0%
12302 512144 Health Insurance	22,821	0	22,821	.00	.00	22,821.10	.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	0	0	0	.00	.00	.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	900	0	900	.00	.00	900.00	.0%
12302 531320 Safety Supplies	850	0	850	63.64	.00	786.36	7.5%
12302 531322 Subscriptions	3,600	0	3,600	3,204.67	.00	395.33	89.0%
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	.00	.00	750.00	.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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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	1,201	0	1,201	800.64	.00	400.36	66.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	251.36	.00	125.64	66.7%
12302 591519 Other Insurance	1,004	0	1,004	521.68	.00	482.32	52.0%
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	-78,258.77	.00	78,258.77	.0%
TOTAL General Fund	0	122,000	122,000	28,920.63	64,793.75	28,285.62	76.8%
TOTAL REVENUES	-731,756	-27,880	-759,636	-419,057.64	.00	-340,578.24	
TOTAL EXPENSES	731,756	149,880	881,636	447,978.27	64,793.75	368,863.86	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	122,000	122,000	28,920.63	64,793.75	28,285.62	76.8%

**Report to Human Resources Committee  
September 26, 2023**

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following **9 new** vacant position requests August 18, 2023 – September 25, 2023: **(174 applicants)**

- **County Clerk and Treasurer Offices**
  - Deputy Treasurer/Deputy County Clerk & Elections
- **Clerk of Courts**
  - Deputy Court Clerk (Ongoing recruitment)
- **District Attorney Office**
  - First Offender Program Director (Ongoing recruitment)
  - Legal Secretary (Ongoing recruitment)
- **Highway**
  - Maintenance III
- **Human Services**
  - CPS Ongoing Professional
  - Intake Worker
  - Nutrition Site Manager
  - School Psychotherapist
  - Youth Justice Worker
- **Land and Water Conservation Department**
  - Water Resource Management Specialist
- **Sheriff's Office**
  - Deputy (Ongoing recruitment)
- **Zoning**
  - Sustainable Waste Programs Coordinator

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since August 18, 2023: **None.**

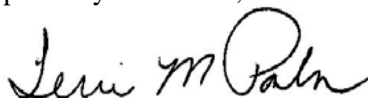
**HIRING ABOVE MINIMUM STEP, HIRING WITH ADDITIONAL BENEFITS AND/OR ADDITIONAL STEPS OR BONUSES FOR CURRENT EMPLOYEES:**

- 5 current employees provided extra steps and/or vacation
- 3 of 11 employees hired with extra step and/or vacation

**OTHER ACTIVITIES:**

- **3 promotions**
- **4 workers compensation injuries, 2 that were reportable**
- **1 employee granted extended leave of absence**
- Labor negotiations. Working on implementing new pay grade and back pay
- Market analysis. Continue working with vendor and employee workgroup.
- Open Enrollment. Runs September 25 – October 20, 2023
- 3 Employment investigations

Respectfully Submitted,



Terri M Palm  
Human Resources Director