

Human Resources Committee Agenda
Jefferson County Courthouse, Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549
Tuesday, November 19, 2024, at 8:30 a.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

One tap Mobile: 1-312-626-6799

Committee Members: James Braugher, Joan Callan, Kirk Lund, Matthew Tracy, and Karl Zarlring

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 October 15, 2024, Minutes
7. Communications
8. Discussion and possible action approving position classification amendments for the 2025 budget:
 - a. Creation of one full-time Community Programming Specialist position in Economic Support at Human Services
 - b. Elimination of a vacant seasonal Office Assistant position and creation of a part-time, non-benefited Administrative Assistant I position at Fair Park
 - c. Elimination of a vacant, full-time CLTS Lead Worker position and creation of a full-time CLTS Support and Services Coordinator I position at Human Services
 - d. Re-creation of the Watercraft Inspector seasonal positions in the Land and Water Conservation Department
 - e. Funding and reclassification of a full-time IT Specialist position at the Sheriff's Office
9. Discussion and possible action approving the 2025 pay rates for non-classified positions, including classifying WIC Breastfeeding Peer Specialists as recommended in 2025 budget classification plan
10. Discussion and possible action to approve continuation of the Recruitment and Retention of Communication Operator Positions policy
11. Discussion and possible action to amend the Telecommuting policy and agreement, and/or Personnel ordinance HR0246 Telecommuting and Remote Work Policy and Procedure
12. Discussion and possible action concerning future planning and guidance under the Market Response Compensation policy
13. Convene into closed session for discussion and possible action on the following:
 - a. Pursuant to Wisconsin State Statute section 19.85 (1)(b), Considering dismissal, demotion, licensing or discipline of any public employee(s)... 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.*
 - b. Pursuant to Wisconsin State Statute section 19.85 (1)(e), “...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 with the Jefferson County Deputy Sheriff's Association and the Jefferson County Supervisors Association
14. Reconvene into open session for possible action on items discussed in closed session
15. Review of October 2024 monthly financial reports for Human Resources and Safety
16. Report from Human Resources Director
 - a. Requests to fill vacant positions
 - b. Emergency Help requests
 - c. Extra steps and/or benefits for new hires and current positions
 - d. Approvals of Leaves of Absences
 - e. Update on Human Resources Department activities
17. Discussion and possible action on tentative future meeting schedule and agenda items.
18. Adjournment

Next scheduled meetings: Tuesday, December 17, 2024, 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, October 15, 2024 @ 8:30 a.m.
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by J. Braughler at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Callan; and Karl Zarling, Vice Chair. Excused/Absent: Kirk Lund and Matthew Tracy. **Quorum established.** Others present: Michael Luckey, Assistant County Administrator; Travis Maze, Sheriff; Terri Palm-Kostroski, Human Resources Director; Brent Ruehlow, Human Services Director; Danielle Thompson, Corporation Counsel; Benjamin Wehmeier, County Administrator. Virtual: Marc DeVries, Finance Director; Tracy Hameau, Emergency Management Director; Jenn Robinson, Recruitment and Retention Specialist; Jessica Tucker, Benefits Administrator (9:00 am); Kevin Wiesmann, Parks Director.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Note Approval of minutes are from *August 20, 2024, not August 29, 2024, as noted on agenda and #8 on agenda is an error and should be deleted.*
5. Public Comment: None.
6. Approval of August 20, 2024, Human Resources Committee Minutes. *In item #9 in minutes, add note that guidance from Human Resources Committee to staff not to proceed with a full market compensation study.* **Motion by K. Zarling to approve the Human Resources Committee August 20, 2024, minutes, as amended. Second by J. Callan. Motion passed 3:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action approving ordinance to amend sections of the Jefferson County Civil Service Ordinance to Revise Recruitment Process for Deputy Sheriff positions. T. Maze, D. Thompson, and B. Wehmeier presented a draft amendment regarding the recruitment process for Deputy Sheriff positions. **Motion by J. Callan to approve presenting the Civil Service Ordinance amendment to revise recruitment process for Deputy Sheriff positions to County Board. Second by K. Zarling. Motion passed 3:0.**
9. Discussion of recruitment efforts for the Risk Manager/Safety Officer position and possible action amending the 2025 budget Classification listing and budget allocation. T. Palm-Kostroski presented recruitment and interview process conducted in search of a Risk Manager/Safety Officer. Additional structural options presented to the committee with recommendation to research more extensively and bring back to committee for final consideration. **Motion by K. Zarling to amend the 2025 budget classification listing and budget allocation from Human Resources – Safety to Corporation Counsel. Second by J. Callan. Motion passed 3:0.**
10. **Motion by K. Zarling to 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 with the Jefferson County Deputy Sheriff’s Association and the Jefferson County Supervisors Association. Second by J. Callan. Braughler, Aye; Zarling, Aye; Callan, Aye. Motion passed 3:0. Moved into closed session at 9:12 a.m. Also present at the closed session: M. Luckey, T Maze, T. Palm-Kostroski, D. Thompson, J. Tucker, B. Wehmeier.**
11. **Motion by K. Zarling to reconvene into an open session for possible action on items discussed in the closed session. Second by J. Callan. Motion passed 3:0. Moved into open session at 9:21 a.m. No action taken.**
12. Review of September 2024 monthly financial reports from Human Resources and Safety. Information only. **No action taken.**
13. Report from Human Resources Director. T. Palm-Kostroski provided an update of vacant positions and emergency help requests; additional steps and/or benefits; approvals of leaves of absence; and activities since the August 20, 2024, meeting. **No action taken.**

14. Set next meeting date and agenda items. Next meeting scheduled for **Tuesday, November 19, 2024, at 8:30 a.m. and Tuesday, December 17, 2024. No action taken.**
15. Adjournment. **Motion by K. Zarling to adjourn. Second by J. Callan. Motion passed 3:0. Meeting adjourned 9:40 a.m.**



JEFFERSON COUNTY HUMAN RESOURCES

311 S. Center Avenue, Room C2040
Jefferson, WI 53549
Phone (920) 674-7102
Website: jeffersoncountywi.gov

TERRI PALM-KOSTROSKI
Human Resources Director

JESSICA TUCKER
Benefits Administrator

JESSICA OLSZEWSKI
Human Resources Coordinator

JENNIFER ROBINSON
Recruitment & Retention Specialist

“Jefferson County: Responsible government advancing quality of life.”

To: Human Resources Committee
From: Terri Palm-Kostroski, HR Director
Date: November 19, 2024
Subject: Discussion and Possible Action on Position Classification Amendments for the 2025 Budget

This memo provides a summary of proposed position classification amendments for the 2025 budget and seeks your review and action on these recommendations. These changes reflect departmental needs and opportunities identified since the Finance Committee's budget review in September. Below is a very brief summary of each proposed amendment:

- a. **Creation of One Full-Time Community Programming Specialist in Economic Support (Human Services).** This position was recommended in collaboration with ThriveED and County Administration. Grants for HUD certification could help offset future costs. This new position will support HUD certification efforts, which are critical for securing Notice of Funding Opportunities (NOFO) to offset counseling costs. Funding is contingent upon maintaining HUD certification for a full year, which aligns with eligibility for the 2025 NOFO anticipated in April. The position also ensures stability in managing the Financial Empowerment Center (FEC). **Fiscal Note:** Estimated salary \$55,000; benefits \$30,000.
- b. **Elimination of a Vacant Seasonal Office Assistant Position and Creation of a Part-Time, Non-Benefited Administrative Assistant I (Fair Park).** Transitioning from a seasonal to a year-round part-time role ensures consistent operational support, improves institutional knowledge retention, and enhances planning for the annual Fair. A year-round position prevents disruptions caused by seasonal hiring and ensures administrative continuity. **Fiscal Note:** Cost of an increase to a Classified position with the same number of budgeted hours is approximately \$2900. However, Fair Park was under the targeted budget for 2025, and sufficient funds are available with no cost to tax-levy.
- c. **Elimination of a Vacant, Full-Time CLTS Lead Worker and Creation of a Full-Time CLTS Support and Services Coordinator I (Human Services).** Replacing the CLTS Lead Worker with a Support and Services Coordinator better aligns with service delivery needs for children and families. **Fiscal Note:** No tax levy impact; both positions are fully funded through external sources, with a reduction of \$10,950.
- d. **Re-Creation of Watercraft Inspector Seasonal Positions (Land and Water Conservation).** These seasonal positions are fully funded by the Department of Natural Resources (DNR) grant, which has been renewed for 2025. **Fiscal Note:** Estimated cost \$7,170. Fully grant-funded.
- e. **Funding and Reclassification of a Full-Time IT Specialist Position (Sheriff's Office).** This amendment ensures the IT Project Manager position is funded in 2025 and reclassified to an IT Specialist role to reflect its current responsibilities. The position will focus on completing a radio project and supporting the transition to a new IT Specialist role in the department.

Next Steps

Following HR Committee review and action, these amendments will proceed to the Finance Committee and the County Board in December as part of a comprehensive amendment to the 2025 budget.



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To: Human Resources Committee
From: Terri Palm-Kostroski, HR Director
Date: November 19, 2024
Subject: Discussion and Possible Action on Position Classification Amendments for the 2025 Budget

For your review and possible action, below is the proposed 2025 pay rate schedule for non-classified positions, including seasonal roles and limited-term employees. Historically, the HR Committee has approved these rates to ensure proper documentation, as previously recommended by auditors. While the rates align with the Administrator's recommended budget, this approval process helps formalize the record.

Additionally, the WIC Peer Breastfeeding Counselors recently requested reclassification as a classified position. After thorough review, it was determined that reclassifying these roles as Grade 1 in the classified structure is appropriate. This recommendation has been incorporated into the 2025 budget.

Please review the below listing for discussion and action at the upcoming meeting. Feel free to contact me with any questions in advance.

PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

January 2025 – December 2025

Seasonal Workers: Fair, Highway and Parks \$15.00 starting with \$.25/year returning with a maximum at \$16.00 (less than 6 months with a complete 6 month break before return)

Fair week: Laborers, financial and general office \$15.00 starting with \$.25/year returning with a maximum at \$16.00

Interns/Co-op students Admin approval ~~\$10.00 - \$20.00~~ ~~8.75 - \$15.00~~, pending internship level and with Co.

UW Extension Summer 4-H staff \$15.00 starting with \$.25/year returning with a maximum at \$16.00

~~WIC Breastfeeding Peer Counselors \$15.00 starting with \$.25/year returning with a maximum at \$16.00~~

ME Investigators, Part-time \$15.00 starting with \$.25/year returning with a maximum at \$16.00

Emergency Help and LTE varies as determined by County Administrator or designee

JEFFERSON COUNTY SHERIFF'S OFFICE

RECRUITMENT AND RETENTION OF COMMUNICATION OPERATOR POSITIONS

PURPOSE

In order to meet the expected and required level of public safety to the citizens and visitors of Jefferson County, the Jefferson County Dispatch Center needs to be adequately staffed 24/7. Currently, there are nine full-time Communication Operators, a Communication Operator Supervisor, and a limited resource of part-time Communication Operators to full-fill this need. When there is a vacancy or an absence, it is necessary to fill that opening with using part-time staff if available, or more often, requiring overtime from full-time staff. Further, Jefferson County has experienced difficulty recruiting and retaining Communication Operators.

POLICY

1. Any newly hired Communications Operator II who is experienced and trained through another law enforcement agency shall start at step 5 of grade 5. Any individual who is currently employed in a position where he/she is fully trained as a Communications Operator II, and is in a step less than step 5, shall move to step 5 of grade 5, effective March 31, 2019.
2. Any newly hired Communications Operator I needs to successfully go through the training program before moving to a Communication Operator II position. Any newly hired Communication Operator I shall start step 5 of grade 4. Any individual who is currently employed as a Communications Operator I, and is in a step less than step 5, shall move to step 5 of grade 4, effective March 31, 2019.

PROCEDURE

For movement from a Communication Operator I to a Communication Operator II position:

1. Upon successfully completion of the 6-month probationary/training period, and upon recommendation of the Communication Operator Supervisor and the Sheriff, with approval of the Human Resources Director or County Administrator, the Communication Operator I shall be promoted to a Communication Operator II position.
2. For consideration, a successful six-month performance evaluation must be completed *prior* to the end of the probationary period. The performance evaluation shall contain a recommendation to move to a Communication Operator II position or shall indicate a timeframe to be reviewed again for consideration.
3. The Communication Operator Supervisor shall complete a change in status form to recommend the promotion, which shall be forwarded to the Sheriff before sending to Human Resources. The status change form must be received within 14 days of the performance evaluation.

Reviewed annually

HR Committee: 3/25/19

HR0246 TELECOMMUTING AND REMOTE WORK. Jefferson County considers telecommuting or remote work to be a viable alternative work arrangement in cases where the individual employee, the position, and the supervisor are well- suited to such an arrangement. Not all employees and positions are suitable for telecommuting or remote work. Suitability for telecommuting or remote work is based upon the individual employee as well as the employee's position and is to be determined by the employee's supervisor and approved per this Ordinance.

PURPOSE: Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. Jefferson County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs, but not for others. Telecommuting is a privilege and not an entitlement.

PROCEDURES:

A. ELIGIBILITY

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement, but all arrangements must be approved by the manager/supervisor and department head, and a Remote/Telecommuting agreement completed. Any long-term arrangements also require approval by the Human Resources Director. Before entering into any telecommuting agreement, the employee and manager/supervisor, with the assistance of the Human Resources department if needed, will evaluate the suitability of such an arrangement, reviewing the following areas:

1. Employee suitability. The employee and manager/supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters. This includes, but is not limited to, job performance, interaction with others, attendance, personal accountability, safety habits, and behavioral impacts on the department.
2. Job responsibilities. The employee and manager/supervisor will discuss the job responsibilities and determine if the position is appropriate for a telecommuting arrangement.
3. Equipment needs, workspace design considerations and scheduling issues. The employee and manager/supervisor will review the physical workspace needs and the appropriate location for the telework. This includes the ability to ensure accountability of the employee and network security and privacy protocols.
4. Home environment. The employee and manager/supervisor will review the home environment to ensure it is one where the employee can work productively, without frequent interruptions, and safely.
5. Staffing needs. The manager/supervisor will assess the needs of the department and remaining staff who are not working remotely to ensure the public's needs are met and additional workload is not imposed on existing staff.

All remote/telecommuting arrangements will be made on a case-by-case basis, focusing first on the business needs of the County and the citizens served.

The Remote/Telecommuting Agreement will be active on a calendar-year basis, shall be renewed annually, and may be revoked at any time by the Department Head

B. CATEGORIES

1. Short-term remote/telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. Other short-term arrangements may be made for employees needing to care for an immediate family member who is self-sufficient. For example, consideration may be given for a parent caring for their 12-year-old child, who cannot be left alone all day, but is able to care for himself/herself. Approval may be granted in circumstances where an employee would otherwise be eligible to use sick leave but may not be used to allow an employee to avoid using scheduled vacation/holiday/compensatory leave. These arrangements are approved on an as needed basis only, with no expectation by employees of continued approval.
2. Long-term remote/telecommuting arrangements will be considered in atypical circumstances or for results-orientated positions where there is a business reason to support the arrangement (such as employees on family or medical leave, an agreed condition of employment, lack of adequate

physical space in a department). Long-term arrangements may also include working remotely on a continued intermittent basis such as working remotely one day per week.

Because remote/telecommuting eliminates or greatly reduces the ability for many employees to provide essential face-to-face service to the citizens of Jefferson County, telecommuting requests in excess of 12 weeks will be considered only as a reasonable accommodation as required by the Americans with Disabilities Act, the Wisconsin Fair Employment Law, any other Federal or State law whereby a work accommodation is legally required, or as a business necessity (including for results-oriented positions) only if the employee is able to continue to complete all essential functions of the position. Telecommuting requests under this paragraph must be approved by the Department Head and Human Resources Director.

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the telecommuter or the County. Every effort will be made to provide one week notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible due to business necessity.

C. EXPECTATIONS

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

1. Time Keeping Requirements. Employees are to accurately record all hours worked to ensure compliance with the recordkeeping and overtime requirements under State and Federal law as well as County policy and substitute applicable leave as appropriate for hours not worked. Employees shall also accurately indicate on their time sheets that the work completed was done remotely.
2. Normal work hours. Unless pre-approved, employees are expected to work and be responsive during their normal work schedule. This ensures that co-workers and members of the public can maintain necessary communication with the employee. Employees should continue to take regularly scheduled breaks and stand up and move around occasionally. Personal tasks and errands may only be performed during the employee's scheduled breaks and lunches.
3. Productivity and Presence. Employees are expected to maintain at least the same level of productivity and presence as when physically on-site. Presence may be maintained by using appropriate technology including, but not limited to, a computer, email, telephone, messaging applications, video conferencing, instant messaging, and/or text messaging. The employee is expected to maintain the same response times as if they were at their regular county location and will make themselves available to attend scheduled work meetings as required and/or requested.

Evaluation of telecommuter performance by a manager/supervisor will include regular interaction by phone, email, and video conferencing and weekly face-to-face meetings to discuss work progress and problems. Evaluation of telecommuter performance will be consistent with that received by employees working at the office in both content and frequency.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The manager/supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

4. Dress appropriately. Employees are expected to dress as if they are in the office or meeting with the public. Employees may be asked to join a virtual meeting with little or no notice, and it is expected employees continue to represent the county and the department in a professional manner, including appearance.

5. Safe workplace. Maintaining a safe home office is the teleworker's responsibility. Employees need to ensure that their workspace is safe and free from any hazards, including, but not limited to: away from noise and distractions; floors are clear from trip hazards; drawers do not open into walkways or cause a tripping hazard; electrical cords are secured under a desk or along a wall and away from heat sources; temperature, ventilation, and lighting are adequate; carpets or rugs are well-secured to the floor and free of frayed seams; there is a working smoke detector in the workspace; walkways and doorways are free of clutter and unobstructed; an evacuation plan is created in the event of a fire and a shelter-in-place plan in the event of severe weather; sufficient electrical outlets are accessible and equipment is connected to a surge protector; electrical plugs, cords, outlets are in good condition; workstation is ergonomically correct with adjustable chair, back adequately supported by a backrest and feet are on the floor or supported by a footrest, enough leg room at your desk, sufficient lighting for reading, computer screen is at eye level and free from noticeable glare, and space to rest arms while not keying.

Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the county's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Non-work activities may not interfere with remote/telecommuting arrangement. Employees shall set up a separate space in their home or other remote area to work. This will assist in splitting home and work activities. Workspace should be free from unnecessary interruptions and communicate to family and roommates that even though you are at home, you are unavailable during your scheduled work hours. Employees may be required to show proof that their remote work environment is safe and constructive. This may include submitting photos, site visits from the supervisor, or other means that may demonstrate the physical set-up of the remote location. Under no circumstances will employees meet with clients or members of the public on behalf of Jefferson County at the employee's home.

6. Computer and other Equipment.

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

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

Employees must have a working telephone or cellphone at their remote location and appropriate internet connection. Employees should either check their voice messages frequently throughout the day or have incoming calls forwarded to their remote location phone.

The County assumes no responsibility for operating costs, supply costs, or damage to personal equipment because of the remote/telecommuting arrangement including, but not limited to personal computers, printers, personal devices, cellular or standard telephones. Examples of costs include utility, telephone bills, internet costs, supply costs used in home.

7. Security.

Consistent with the county's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary county and customer/client information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

8. Childcare.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may occasionally be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a telecommuting agreement. [cr. ord. 2021-5; 07-13-2021]



EMPLOYEE TELECOMMUTING AND REMOTE WORK REQUEST

Telecommuting allows employees to perform a portion of their job responsibilities at an alternative work. The employee's duties, obligations, responsibilities, and conditions of employment with the County remain unchanged when the arrangement involves only a change in work location, such as a home office or lodging arrangements when traveling.

The decision to permit an employee to telecommute is at the discretion of the employee's manager/supervisor and Department Head and is informed by the nature of the employee's position and the feasibility of performing the role successfully in an alternative environment. A telecommuting arrangement is most appropriate for a position that has clearly defined tasks, measurable work activity, and does not require the employee to be present in the office during all normal business hours.

A telecommuting arrangement will be reviewed with consideration given to the following:

- It supports the department, county's goals, including cost effectiveness, excellent service, and high productivity
- The impact on the equitable work distribution, productivity, and communication needs among coworkers
- Appropriate performance standards and measures will be in place
- Established means of supervision, communication, and systems of accountability

Duration of Telecommuting Arrangement:

Ad Hoc (i.e. inclement weather; one day project). Note: For Ad Hoc reasons, this form only needs to be completed once annually; However, supervisor/manager approval is still required.

Short-Term (up to 3 months)

Long-Term (3-12 months) *

*Must consult with Human Resources. A telecommuting arrangement may be extended upon review by the Department Head and employee in conjunction with Human Resources.

Time Period of Telecommuting Arrangement:

Start Date: _____ End Date: _____

Number of Days/Week: ____

Employee Responsibilities

- ✓ Read the Telecommuting and Remote Work Ordinance
- ✓ Determine, with your manager, the following:
 - Duration and schedule of the telecommuting arrangement
 - Performance standards and measures
 - Methods and expectations of accessibility, communication, and accountability with management and co-workers while telecommuting
 - Technology requirements (telephone, voicemail, computer, internet, etc.)
 - Notification of attendance at any required on-site meetings or events
 - Maintaining the security of work-related materials including documents saved on a computer or taken off-site and safe destruction of confidential work-related documents.
 - Document the details of the telecommuting arrangement including maximum length of time and equipment needs.
 - Submit a plan to your manager giving details of the proposed alternative work site including at a minimum: address of the workspace, description of the location (e.g., residential, office building, etc.), inventory of office equipment, and photos of the work space if requested.
- ✓ Establish a space conducive to productive work and maintain safe work conditions. Be aware the work site is subject to physical inspection by Jefferson County and any agents acting on behalf of Jefferson County.
- ✓ Maintain accurate time reporting (including entering work time, vacation time, and sick time).
- ✓ Obtain prior management approval for overtime.
- ✓ Maintain asset, data, and information security. This includes, but is not limited to, operating systems, antivirus/antispayware protection, and secured network access.
- ✓ Business visits or meetings shall not be held at the alternative work site.
- ✓ Telecommuting work must be conducted only at pre-approved work site.
- ✓ Do not permit other persons to utilize the workspace during business hours. The employee is liable for any injuries sustained by visitors to their work site.
- ✓ Comply with all safety policies and procedures, including immediately reporting injuries sustained during working hours to your supervisor.
- ✓ Employee is responsible for insuring all equipment, not owned by Jefferson County, used for telecommuting. The County will not be responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee's residence.
- ✓ Manage dependent care or personal responsibilities in a way that allows for successful meeting of job responsibilities. A telecommuting arrangement is not meant as a substitute for child/dependent care.
- ✓ An employee can request the discontinuation of a telecommuting arrangement before its scheduled time of expiration. A telecommuting arrangement can be discontinued by management with a two-week notice when possible, though an immediate and unanticipated operational need may require the immediate suspension of the telecommuting arrangement.

Employee Information

Last Name:	First Name:	Emp ID:
Department:	Division (if applicable)	

Employee Acknowledgement/Agreement

I have read the Telecommuting and Remote Work Personnel Ordinance and understand the requirements.

Employee Signature:

	Date:
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Supervisor/Manager and Department Head Approval

The employee telecommuting arrangement requires manager and Department Head approval. Long-term arrangements also require Human Resources approval. By approving this telecommuting request, the Department Head affirms that he/she has discussed the arrangement with the employee's supervisor and/or manager, and that the supervisor/manager are in agreement with the arrangement.

Department Head Signature:	Date:
Human Resources Signature	Date:

This form will be placed in the employee file and is valid through July 31 of the subsequent year.

HR Policy: Market-Response Compensation Management Program (MRCM)

Purpose: This policy establishes a structured and strategic approach to managing compensation within Jefferson County to ensure that our pay structure remains competitive, equitable, and flexible to accommodate various staffing needs. The policy is designed to address salary discrepancies relative to market trends and maintain internal equity, thereby enhancing our capability to attract and retain talent.

Policy Scope and Overview:

1. **Grades and Steps:** Positions are classified into grades based on role complexity and responsibility. Steps within each grade are indicative of competencies such as decision-making, supervisory responsibilities, knowledge required, budgetary control, contacts/influence/reputation impact, physical skills, and work environment.
2. **Market Response Ranges (MRR):** These are predefined adjustment levels within each pay grade that allow for flexibility in compensation, both above and below the standard pay range, to address discrepancies between market rates and internal equity.

For example, a position in Jefferson County is classified within Grade 5, with a standard pay range of \$40,000 to \$60,000 annually. Market analysis reveals that similar positions in neighboring counties are paying an average of \$65,000, indicating that Jefferson County's pay range is below market rates. To address this discrepancy, the MRR allows for flexibility in compensation. The County decides to adjust the salary for this position within Grade 5 by utilizing the additional MRR steps. An adjustment might be made to increase the salary to \$62,000, which falls within the above-market MRR step for Grade 5, ensuring that the position remains competitive with external market rates while maintaining internal equity.

- a. **Below Market Positions:** If a position is underpaid compared to the market but correctly placed within its internal grade, an adjustment may be made by moving the position into a step within the grade using the above MRR steps. This allows for salary increases while maintaining internal equity.
- b. **Above Market Positions:** If a position is overpaid compared to the market but correctly placed within its internal grade, an adjustment may be made by hiring at steps within the grade using the below MRR steps. This allows for stagnant salary adjustments while maintaining internal equity.
- c. **Underfilled Positions:** Candidates not meeting the full job requirements (e.g., lacking required experience), can be hired at a below MRR step in the indicated grade. These candidates will have a clear path for advancement as their experience and competencies develop, supported by structured training and performance evaluations. Pre-approval by the Human Resources Director or County Administrator is required prior to offering any underfilled position.

For example, if Grade 4 has a standard Step 1 starting at \$40,000 annually, a candidate might be hired at Step -1 with a salary of \$35,000. As the candidate gains experience and completes structured training and performance evaluations, they can progress to higher steps within the grade. Pre-approval by the Human Resources Director or County Administrator is required before offering any underfilled position.

3. **Benchmark Roles:** Identify and analyze approximately 60-70 benchmark roles across various departments to guide market comparisons and internal equity assessments of the County's 250+ positions.

A. Definitions:

1. **Above Market Positions:** Positions where compensation exceeds the market average, necessitating adjustments.

2. Below Market Positions: Positions compensated below the market average, requiring adjustments to improve recruitment and retention.
3. Benchmark Positions: Roles selected to represent a wide range of departments and functions within the county for the purpose of market comparison and internal equity compensation assessment.
4. Benchmark Compensation Surveys: These surveys collect and analyze compensation data for positions that are similar in terms of job responsibilities and qualifications across different organizations or within the industry. This data is used to compare and set competitive salary ranges and benefits packages for roles within Jefferson County, ensuring the compensation is aligned with the market.
5. Compensation Compression: A situation where there is minimal difference in pay between employees regardless of their skills, experience, or job responsibilities, which could lead to dissatisfaction and turnover.
6. Internal Equity: Ensuring that compensation is fair and consistent across similar positions within Jefferson County, reflecting differences in role, experience, and performance adequately.
7. Market Competitiveness: The ability of Jefferson County to offer compensation that attracts and retains talent when compared to similar roles in the market. Market competitiveness is assessed through regular benchmark compensation surveys and analyses, comparing the County's pay rates to those of similar positions in comparable organizations.
8. Market Response Ranges (MRR): The flexibility within the pay structure for adjustments above or below the standard pay range to align with market competitiveness and internal equity.
9. Pay Scale Adaptability: The capacity of the compensation system to adjust to changes in the external labor market and internal organizational needs efficiently.
10. Regression Analyses: A statistical method used to understand the relationship between one dependent variable and one or more independent variables. In the context of compensation management, regression analyses help determine how various factors such as experience, education, and job complexity influence salaries, thereby aiding in setting and adjusting compensation fairly.
11. Statistical Sampling Methods: Techniques to efficiently gather representative data from a larger population without a full census. In compensation management, sampling methods can be utilized to efficiently gather data on employee satisfaction, pay scales, and other factors without needing to conduct a full census, thus saving resources while still obtaining actionable insights. For example, a random sample of employees might be surveyed to gauge satisfaction with current compensation, providing actionable insights without needing to survey every employee.
12. Strategic Plan Alignment: Ensuring that compensation adjustments and policies are designed to support the overarching goals and objectives outlined in Jefferson County's strategic plan. This alignment helps in achieving broader organizational goals such as improving public service, enhancing employee retention, and maintaining fiscal responsibility.
13. Underfilled Positions: Positions filled at a lower level than typically required due to a candidate's lack of specific qualifications, with structured progression plans to reach the full role requirements.

B. Procedures for Establishing and Adjusting Pay:

1. **Annual Market Analysis:**
 - a. Conduct detailed benchmark compensation surveys and regression analyses on benchmark roles to determine market competitiveness. The Human Resources Department is responsible for conducting these analyses. Depending on available resources, this may involve either directly performing the function or using an outside consultant.
 - b. Adjust the Market-Response Ranges accordingly to reflect the current market trends.

- c. Use the findings from the benchmark survey to infer trends and necessary adjustments across similar non-benchmark positions.
2. **Annual Internal Analysis:** Analyze internal equity for positions with significant duty changes under the Personnel Ordinance HR0210.
3. **Triennial Internal Equity Review:**
 - a. Ideally, perform a comprehensive evaluation of all positions within the organization every three years to ensure consistent and equitable compensation across similar roles.
 - b. Utilize both direct job evaluations and statistical sampling methods to manage data collection efficiently.
4. **Application of Market-Response Ranges:**
 - a. **Classified Positions:** Positions are designated within the established minimum to maximum pay steps based on market data and internal job evaluations conducted during each annual budget preparation. For example, if a position falls within Grade 5, it will be placed at a step within the pay range for Grade 5 that aligns with market conditions and internal equity assessments.
 - b. **Underfilled Positions:** Candidates with less than the standard qualifications are placed at a below-MRR step. For instance, if the standard starting step (Step 1) for a Grade 4 position is \$40,000 annually, an underfilled candidate might start at Step -1 with a salary of \$35,000. The candidate will have a defined path for advancement, moving up steps as they gain experience and complete training milestones.
 - c. **Market Adjustments:** Salaries for Below-Market and Above-Market Positions are adjusted as needed to maintain alignment with market conditions and internal value. Criteria for adjustments may include:
 - Positions where the market rate is significantly above or below county pay scales, as defined annually by the County Administrator.
 - High vacancy rates or turnover indicate recruitment and retention challenges.
 - Scarcity of essential skills that impact county operations.
 - Compression issues that disrupt salary hierarchy.
5. **Implementation and Monitoring:**
 - a. **Documentation and Communication:** Maintain detailed records of all pay adjustments and ensure clear communication with all stakeholders to explain the rationale behind pay decisions. Annual changes to positions falling below or above the MRR steps will be communicated to all employees during the preparation of the recommended fiscal budget. Any recommendation to implement a MRR step change for a classification of a position will require approval from the Human Resources Committee. If a budget adjustment is necessary, approval by a majority of the County Board is required.
 - b. **Training and Support:** Provide ongoing training on the application of the Market-Response Ranges, focusing on scenarios involving underfilled positions and market adjustments.
 - c. **Regular Reviews:** Periodically assess the effectiveness of the compensation strategy's effectiveness and adjust strategies based on organizational needs and market conditions. This includes monitoring the impact of MRR on recruitment, retention, and employee satisfaction, following protocols in the County's strategic plan.
6. **Governance and Compliance:**
 - a. **Oversight and Responsibility:** The Human Resources Department oversees the implementation of this policy.
 - b. **Feedback:** Regular feedback from the Compensation Workgroup for policy maintenance and evaluation will be conducted, either by quarterly meetings or surveys.

- c. **Approval and Ratification:** Major adjustments and policy changes must be approved by the County Administrator and the Human Resources Committee, and ultimately by the County Board during the budget process.
- d. **Audits:** Regularly conduct to ensure policy compliance and to assess the effectiveness of the compensation framework.

C. Conclusion: The Market-Response Compensation Management Program (MRCM) is designed to provide Jefferson County with a flexible, transparent, and equitable approach to compensation management. This policy ensures that our compensation practices adapt to changing market dynamics and internal developments, supporting the County's strategic plan and our goals of attracting and retaining a skilled workforce.

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 Human Resources							
12301 411100 General Property Taxes	-490,446	0	-490,446	-408,705.30	.00	-81,741.02	83.3%
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	-106,821	0	-106,821	.00	.00	-106,820.58	.0%
12301 451002 Private Party Photocopy	0	0	0	.00	.00	.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-3.18	.00	-36.82	8.0%
12301 451200 Records & Reports	-100	0	-100	.00	.00	-100.00	.0%
12301 484005 Insurance Training Reimburse	-4,000	0	-4,000	.00	.00	-4,000.00	.0%
12301 486010 Rebates	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
12301 511110 Salary-Permanent Regular	201,347	0	201,347	175,817.99	.00	25,529.37	87.3%
12301 511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511110 22219 Salary-Permanent Regula	71,151	0	71,151	59,785.94	.00	11,365.31	84.0%
12301 511210 Wages-Regular	56,540	0	56,540	47,285.12	.00	9,255.07	83.6%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511210 22219 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511220 Wages-Overtime	402	0	402	.00	.00	401.63	.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	369	0	369	.00	.00	368.75	.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	18,151	0	18,151	15,813.40	.00	2,337.34	87.1%
12301 512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141 22219 Social Security	5,315	0	5,315	4,419.66	.00	895.38	83.2%
12301 512142 Retirement (Employer)	18,104	0	18,104	15,036.80	.00	3,067.47	83.1%
12301 512142 22101 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
12301 512142 22219 Retirement (Employer)	4,909	0	4,909	4,125.21	.00	784.23	84.0%
12301 512144 Health Insurance	70,079	0	70,079	37,899.92	.00	32,179.42	54.1%
12301 512144 22101 Health Insurance	0	0	0	.00	.00	.00	.0%
12301 512144 22219 Health Insurance	23,360	0	23,360	7,649.02	.00	15,710.76	32.7%
12301 512145 Life Insurance	74	0	74	68.32	.00	5.96	92.0%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512145 22219 Life Insurance	12	0	12	13.83	.00	-1.83	115.3%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP		BUDGET			BUDGET	USED
12301 512151 HSA Contribution	2,907	0	2,907	.00	.00	2,907.22	.0%
12301 512151 22219 HSA Contribution	969	0	969	.00	.00	969.07	.0%
12301 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512153 HRA Contribution	0	0	0	2,309.24	.00	-2,309.24	.0%
12301 512173 Dental Insurance	3,312	0	3,312	2,740.29	.00	571.71	82.7%
12301 512173 22101 Dental Insurance	0	0	0	.00	.00	.00	.0%
12301 512173 22219 Dental Insurance	1,104	0	1,104	422.36	.00	681.64	38.3%
12301 521218 Arbitrator	800	0	800	.00	.00	800.00	.0%
12301 521219 Other Professional Serv	17,600	7,880	25,480	20,546.00	2,971.50	1,962.50	92.3%
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	39,600	0	39,600	24,146.10	.00	15,453.90	61.0%
12301 521226 Ergonomics	400	0	400	.00	.00	400.00	.0%
12301 521227 Position Classifications	800	0	800	.00	.00	800.00	.0%
12301 521228 Labor Negotiations	0	0	0	1,711.50	.00	-1,711.50	.0%
12301 521229 Recruitment Related	13,750	0	13,750	3,530.31	.00	10,219.69	25.7%
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	1,500	0	1,500	4,145.04	.00	-2,645.04	276.3%
12301 531311 Postage & Box Rent	500	0	500	544.31	.00	-44.31	108.9%
12301 531312 Office Supplies	800	0	800	820.31	.00	-20.31	102.5%
12301 531312 22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301 531313 Printing & Duplicating	25	0	25	4.56	.00	20.44	18.2%
12301 531313 22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301 531314 Small Items Of Equipment	0	0	0	38.99	.00	-38.99	.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	2,225	0	2,225	4,936.00	.00	-2,711.00	221.8%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301 531324 Membership Dues	5,445	0	5,445	1,127.16	.00	4,317.84	20.7%
12301 531326 Advertising	2,200	0	2,200	4,303.52	2,060.00	-4,163.52	289.3%
12301 531351 Gas/Diesel	1,025	0	1,025	.00	.00	1,025.00	.0%
12301 531357 Employee Recognition	15,720	0	15,720	13,500.82	.00	2,219.18	85.9%
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532325 Registration	1,875	0	1,875	1,593.15	.00	281.85	85.0%
12301 532332 Mileage	1,025	0	1,025	293.73	.00	731.27	28.7%
12301 532334 Commercial Travel	600	0	600	.00	.00	600.00	.0%
12301 532335 Meals	250	0	250	448.40	.00	-198.40	179.4%
12301 532336 Lodging	2,300	0	2,300	1,937.00	.00	363.00	84.2%

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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	70	0	70	47.20	.00	22.80	67.4%
12301 532350 Training Materials	7,700	0	7,700	45,351.81	.00	-37,651.81	589.0%
12301 533225 Telephone & Fax	0	0	0	308.16	.00	-308.16	.0%
12301 535242 Maintain Machinery & Equip	0	0	0	807.94	.00	-807.94	.0%
12301 571004 IP Telephony Allocation	361	0	361	300.80	.00	60.20	83.3%
12301 571005 Duplicating Allocation	209	0	209	174.20	.00	34.80	83.3%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	9,362	0	9,362	7,801.70	.00	1,560.30	83.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	3,700	0	3,700	3,083.30	.00	616.70	83.3%
12301 591519 Other Insurance	3,459	0	3,459	2,590.10	.00	868.44	74.9%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	.72	.00	-.72	.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	-7,880	-7,880	.00	.00	-7,880.00	.0%
TOTAL Human Resources	0	0	0	108,771.45	5,031.50	-113,802.95	.0%

12301 521219 Other Professional Serv Encumbrance for Empathia
 12301 531303 Computer Equipmt & Software Notebooks for two staff completed, no
 additional expenses anticipated

12301 531322 Subscriptions S a fety subscription charged here for \$4148 for MSDS System
 12301 531326 Advertising Encumbrance Circa/Info Jobs
 12301 532350 Training Materials F r e d Pryor Training. Failed to request carryover on open requisition/PO

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12302 Safety							
12302 411100 General Property Taxes	-141,982	0	-141,982	-118,318.70	.00	-23,663.75	83.3%
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	85,619	0	85,619	.00	.00	85,619.36	.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	6,422	0	6,422	.00	.00	6,421.85	.0%
12302 512142 Retirement (Employer)	6,079	0	6,079	.00	.00	6,078.97	.0%
12302 512144 Health Insurance	23,360	0	23,360	.00	.00	23,359.78	.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	969	0	969	.00	.00	969.07	.0%
12302 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512153 HRA Contribution	0	0	0	.00	.00	.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
12302 531243 Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12302 531303 Computer Equipmt & Software	0	0	0	.00	.00	.00	.0%
12302 531311 Postage & Box Rent	50	0	50	.00	.00	50.00	.0%
12302 531312 Office Supplies	100	0	100	.00	.00	100.00	.0%
12302 531313 Printing & Duplicating	30	0	30	.90	.00	29.10	3.0%
12302 531314 Small Items of Equipment	1,000	0	1,000	.00	.00	1,000.00	.0%
12302 531320 Safety Supplies	200	0	200	4,240.99	.00	-4,040.99*****%	
12302 531322 Subscriptions	7,900	0	7,900	3,787.33	.00	4,112.67	47.9%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12302 531324 Membership Dues	810	0	810	629.59	.00	180.41	77.7%
12302 531326 Advertising	0	0	0	1,309.05	.00	-1,309.05	.0%
12302 532325 Registration	750	0	750	.00	.00	750.00	.0%
12302 532332 Mileage	100	0	100	.00	.00	100.00	.0%
12302 532335 Meals	150	0	150	.00	.00	150.00	.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	3,500	0	3,500	.00	.00	3,500.00	.0%
12302 535242 Maintain Machinery & Equip	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12302 571004 IP Telephony Allocation	0	0	0	.00	.00	.00	.0%
12302 571005 Duplicating Allocation	0	0	0	.00	.00	.00	.0%
12302 571009 MIS PC Group Allocation	1,479	0	1,479	1,232.50	.00	246.50	83.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	925	0	925	770.80	.00	154.20	83.3%
12302 591519 Other Insurance	853	0	853	672.40	.00	181.02	78.8%
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	-105,675.14	.00	105,675.14	.0%
TOTAL General Fund	0	0	0	3,096.31	5,031.50	-8,127.81	.0%
TOTAL REVENUES	-753,389	-7,880	-761,269	-527,027.18	.00	-234,242.17	
TOTAL EXPENSES	753,389	7,880	761,269	530,123.49	5,031.50	226,114.36	

12302 531320 Safety Supplies P r o ximity ID Badges ran out early. Cyclical budget item ran out early
12302 531326 Advertising Recruitment costs

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	3,096.31	5,031.50	-8,127.81	.0%

**Report to Human Resources Committee
November 19, 2024**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following **11 new** vacant position requests October 12, 2024 – November 15, 2024 (**280 applicants**)

Facilities	Building & Maintenance Worker II
Highway	Foreman
Human Services	Accounting Specialist II
	Children’s Long Term Support Service Coordinator
	Children, Youth, & Family HSP I/II
	Compliance Officer
	Family Advocate
	Intake Worker
	Psychosocial Rehabilitations Worker
Sheriff's Office	Communications Operator I/II
	Deputy Sheriff - Jailor

EMERGENCY HELP REQUESTS: The following emergency help request was received since October 12, 2024:

- **None**

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

- 3 of 8 employees hired with extra step(s) and 2 of these with extra vacation. Hired between October 12, 2024 – November 15, 2024.

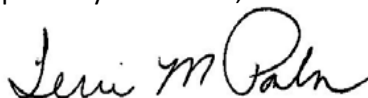
EXTENDED LEAVE OF ABSENCE REQUESTS.

- No new LOA requests beyond FMLA leave were approved

OTHER ACTIVITIES:

- **5** workers compensation injury reports: **5 reportable** (2 human bites; 1 altercation; 1 allergic reaction; 1 slip/trip/fall); **0 incidents only**
- Recruitment for Administrator position
- Timekeeping audits
- 9 Employee investigations
- Open enrollment
- Transition planning

Respectfully Submitted,



Terri M Palm
Human Resources Director