

Agenda
Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549

July 21, 2015 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Jim Mode, Vice-Chair; Greg David,
Secretary; Paul Babcock; and Michael Wineke

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments - Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
6. Communications
7. Approval of July 9, 2015 minutes
8. Discussion and possible action addressing E1/E2 Equipment Operator, including how it relates to an equipment certification process, per Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time
9. Discussion and possible action to amend Exempt position listing under Personnel Ordinance HR0250, Exempt Service and Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time
10. Review of survey data from various counties and cities regarding military leave and review and possible action to recommend an amendment to Personnel Ordinance HR0461, Military Leave Procedure, regarding pay and/or benefit while on military leave
11. Information and discussion on possible upcoming employment law and benefit changes:
 - a. State Health Plan options
 - b. Fair Labor Standards Act amendments
 - c. Highway overtime survey
12. Review Human Resources Department monthly Financial Reports from May, 2015
13. Report from Human Resources Director
 - a. Human Resources June Monthly Report
 - b. Emergency Help requests
 - c. Hiring above minimum
 - d. 2015 Reclassification recommendations

14. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(f), consideration of medical data of specific person as it relates to a request of personal leave
15. Reconvene into open session for consideration and possible action regarding items discussed in closed session
 - a. Consideration and possible action of employee personal leave of absence request
16. Set next meeting date and agenda
17. Adjournment

Next scheduled meeting: Tuesday, August 18, 2015 @ 8:30am.

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
July 9, 2015 @ 8:00am
Jefferson County Courthouse, Room 112

1. Call to Order: Chair, Jim Braughler called the meeting to order at 8:01 am.
2. Roll Call: Present: James Braughler, Jim Mode, Greg David, Paul Babcock, Michael Wineke. Others present: B. Lamers, T. Mindemann, C. Robinson, J. Schroeder, B. Ward and B. Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by Ben Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None
6. Communications: Distribution of survey results of Highway/Public Works overtime policies from Wisconsin counties/municipalities. B. Wehmeier explained that the Task Force requested a Highway Worker Wage Survey, which will likely come back to the committee for discussion. Also, revised draft of Resolution creating a full-time Register in Probate/Attorney position and eliminating a full-time Deputy Register in Probate/Lead Juvenile Clerk position was distributed.
7. Approval of June 16th minutes: **Motion by Paul Babcock, second by Jim Mode.** Motion Carried 5:0.
8. Consideration and recommendation to eliminate a vacant full-time Register in Probate/Lead Juvenile Clerk position and create a full-time Register in Probate/Attorney position: B. Wehmeier explained the proposed Resolution to County Board and Carlson & Dettmann's position rating of Grade 12. C. Robinson provided history on the position stating originally was an attorney position but due to employee issues years ago and when budget was tight position eliminated and Carla became the Register in Probate. Due to recent staff issues the judges wanted to go back to an attorney due to understanding of probate law and legal background. This would be a judicial appointment who also supervises the Deputy RIP/Juvenile Clerks (one full time and one part time). B. Wehmeier added that new position will also hold hearings and serve as backup for Commissioners. Fiscal notes that funds are available for 2015 however the challenge is in the next fiscal year. **Motion by J. Mode, second by P. Babcock, to recommend to County Board the resolution to eliminate the vacant, full-time Deputy Register in Probate/Lead Juvenile Clerk and create a full-time Register in Probate/Attorney.** Motion carried 5:0.
9. Next Meeting: July 21st at 8:30 am.
10. Adjournment: Motion by G. David to adjourn, second by Paul Babcock. Motion Carried. Meeting adjourned at 8:12 am.

B. Non-exempt Employees

1. Hours of Work. [am. 12/13/11, ord. 2011-21]
 - f. Highway Employees: The core hours for the Highway department will be as follows: 7:00am – 3:30pm, Monday through Friday, with summer hours from 6:00am to 4:30pm, Monday through Thursday, beginning the week after Memorial Day through the week prior to Labor Day. The department head or designee may flex work hours up to one hour before and/or one hour after the core hours of work. In addition, the department head may adjust the core hours of work based on operational needs by posting the changes for employees, no less than 72 hours in advance. [cr. 12/13/11, ord. 2011-21]
2. Classified employees who are subject to the provisions of the Fair Labor Standards Act shall receive overtime compensation at the rate of one and one-half times the employee's regular hourly rate or accrue compensatory time at the rate of one and one-half hours for all hours actually worked over forty (40) hours in a workweek in accordance with the provisions of this policy. Except as follows, no employee may receive overtime compensation or accrue compensatory time during a work week in which compensatory time off, vacation, holiday or sick leave was used, unless actual work time is greater than 40 hours in a workweek. [am. 12/13/11, ord. 2011-21]
 - b. Highway Employees. Any time worked outside of the employee's scheduled 8 hours of work (10-hours during the summer schedule), shall be paid at one and one-half (1 ½) times the hourly rate. [cr. 12/13/11, ord. 2011-21]
7. Call-out: Any employee called into work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at the regular rate of pay, unless otherwise required by law or ordinance, including HR0360 B.2.a. above. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]
8. Shift Differentials and Premium Pay: [cr. 12/13/11, ord. 2011-21; am 04/16/2013, ord 2013-02; am 06/11/2013, ord 2013-07]
 - c. Whenever non-supervisory Highway employees are assigned to work as 'temporary foreman', such employees shall, for the duration of the assignment, receive an additional five percent (5%) of the employee's regular rate. All work assignments will be approved by a department supervisor prior to being eligible for the additional compensation. [cr. 12/13/11, ord. 2011-21; am. 12/11/12, ord. 2012-20; am 04/16/2013, ord 2013-02]
 - d. Highway employees assigned to work on roads where the speed limit is 65MPH shall receive hazardous duty pay equal to five percent (5%) of their regular rate of pay for actual hours worked. [cr. 12/13/11, ord. 2011-21]
 - e. Effective December 30, 2012, Highway workers and Equipment Operators operating E1 equipment shall receive two dollars (\$2.00) per hour in addition to their regular rate of pay for all time operating E1 equipment. Highway workers and Equipment Operators operating E2 equipment shall receive one dollar (\$1.00) per hour in addition to their regular rate of pay for all time operating E2 equipment. This provision shall be reviewed upon implementation of an equipment certification process, no later than July 31, 2015. [am. 08-11-14, Ord 2014-17]
 - i. E1 Equipment: Backhoe, Grader, Dozer, Paver, Chip Spreader, Shoulder Machine.
 - ii. E2 Equipment: Rollers, Loader-Backhoe, End Loader, Drill Truck Operator, Hi-Lift Operator. (cr. 04/16/2013, ord 2013-02)
- f. Those employees currently classified as Equipment Operator shall retain that title and be assigned to Grade 4 on the pay scale. Whenever feasible, operation of equipment shall be assigned to an employee with the title of Equipment Operator. (cr. 04/16/2013, ord 2013-02]

Jefferson County Highway Department Equipment Training/Certification

Level 1 - Equipment Safety/Operational Awareness Training

Description - Employees will receive safety awareness training for Highway Department equipment. The training sessions will include basic equipment operation and safety awareness. The training may include both classroom training and field training and the frequency of training will be determined by equipment class. Most training sessions will be planned for approximately 30 minutes.

Level 2 - Enhanced Equipment Skill Training

Description - Many employees may need additional training in various equipment to become skilled enough to operate the equipment. The county needs a variety of skilled operators to manage highway maintenance and construction projects effectively. The cost of individual and group training can be very costly especially for specialized equipment. The responsibility for skill training is a joint exercise between the employee and employer. The employer can benefit from specially trained employees, but the employer also has limited funds for training employees. The employer will attempt to provide enhanced equipment training to employees, but employees can also attend training courses on their own time and at their own expense to become proficient at operating equipment.

Level 3 - Equipment Certification/Testing - Class A Equipment

Description - Employees interested in becoming a certified equipment operator for the Highway Department will need to sign-up for testing. Testing will take place at least once per year, and employees will be pooled together for an equipment testing session. The testing will be graded by an independent panel and final certification decisions will be reviewed and approved by the Jefferson County Management staff. The primary certification program will use the training/certification modules developed by the Wisconsin County Highway Association (WCHA).

Notes: Since it will take two to three years to train and certify employees on various items of equipment it is recommended that the equipment operator premiums remain in place until a significant number of employees are trained and certified on existing equipment. Employees will be made aware of the counties intention to transition from the \$1/\$2 equipment operation premiums to operator pay based on certification/operations of select equipment.

Highway Department - Equipment List

Class A - Specialized Equipment (Training/Certification)

- Grader (Operator)
- Backhoe (>xxxxxlbs) (Operator)
- Bulldozer (Operator)
- Chip Spreader/Shouldering Machine (Operator)
- Asphalt Paver (Operator/Screed)

Class B - General Equipment (Training)

- Trucks (Plow Equipment)
- Loader
- Loader-Backhoe
- Aerial Truck
- Skid-steer
- Fork Lift
- Tractor/Mowers
- Crack Seal Equipment
- Drill Truck
- Rollers (Non-Paving)
- Sweeper

Class C - Various Equipment (Training)

- Brush Chipper
- Stump Grinder
- Arrow Boards
- Message Boards
- Chain Saws
- Pole Saws
- Generators
- Pressure Steamer
- Concrete Saw
- Trailers
- Trucks (Non-winter)

Equipment Certification Requirements

- Sign posting during application/testing timeframe
- To qualify for testing, must have a minimum of 100 hours of equipment operation or training
- Certification testing for equipment will take place at least once per year, and tests will be supervised by an independent testing panel

*Several employees have attended outside training in operation of asphalt pavers, rollers, and chip spreading machines. The trained employees and operators with over 100 hours of operating experience will be tested for equipment certification first, all other employees can post their name on a list if they are interested in becoming a certified operator. All interested employees should have at least 100 hours of operation experience or training for the equipment they would sign for.....

Base Employee (Highway Worker)

Description: CDL with proficiency in driving commercial trucks including all snow plowing equipment.

- Tri-Axle Plow Truck (Equipment/Controls)
- Single Axle Plow Truck (Equipment/Controls)

Highway Worker (Steps, Hiring Range)

Steps 1-11

Steps 1-4: CDL, minor experience

Steps 5: CDL and proficiency operating at least one item of Class A equipment or three items of the Class B equipment.

Steps 6-11: Progress one step for every year of service based on a satisfactory annual evaluation.

Progress one additional step per year if you show proficiency in operating at least two additional Class A or Class B equipment in the year. Only allowed a maximum of two steps per year.

ORDINANCE NO. 2015-_____

Amend Personnel Ordinance HR0250, Exempt Service, and HR0360, Hours of Work, Overtime and Compensatory Time, updating exempt positions at Jefferson County

Executive Summary

Periodically, the Human Resources Department reviews the exempt status of Jefferson County positions as it relates to the Fair Labor Standards Act (FLSA). As positions are created, eliminated or reclassified, the listing of exempt positions may change. It is the recommendation of the Human Resources Committee to update the Personnel Ordinance to reflect the current listing of exempt positions.

WHEREAS, in the last 24 months, the Safety Coordinator, Register in Probate/Attorney and Crisis Service Supervisor positions were created and determined to be exempt under the Fair Labor Standards Act (FLSA). In addition, the Advanced Fund Accountant position was reviewed and determined to be non-exempt under the FLSA, and

WHEREAS, the Register in Probate/Attorney position meets the standard of being classified as an exempt position that receives Random hours.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0250, Exempt Service, and HR0360, Hours of Work, Overtime and Compensatory Time, to update the classification listing of exempt positions and exempt positions receiving random hours, respectively.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0250, Exempt Service is amended as follows:

HR0250 **EXEMPT SERVICE.** The following positions shall be in the exempt service: [am & renumbered 02/08/11, ord. 2010-25]

- A. All elected officers and department heads.
- B. In addition to elected officers and department heads:
 - 1. Courthouse: Assistant Corporation Counsel, Register in Probate/Attorney, District Attorney Office Manager, Fair Park Supervisor, Information Technology Manager, Systems and Applications Manager, Assistant Finance Director, Park Supervisor, Circuit Court Commissioner, Benefits Administrator, Human Resources Specialist, Senior Systems Analyst, Management Analyst, Surveyor, Safety Coordinator. [am. 10/10/06, ord. 2006-17; am. 09-11-07, ord. 2007-19; am. 04/15/08, ord. 2008-07; am. 02/10/09, ord. 2008-35; am. 08/11/09, ord. 2009-12; am. 3/13/12, ord. 2011-31; am. 12/11/12, ord. 2012-20]
 - 2. Highway Department: Superintendents, Senior Accountant, Highway Operations Manager, Highway Fleet Manager [am. ord. 85-10, 7-9-85; am. ord. 2008-24, 11-10-08; am. 3/13/12, ord. 2011-31; am ord. 2012-20, 12/11/2012]
 - 3. Human Services: ADRC Supervisor, ~~Advanced Fund Accountant~~, Aging and Disability Resources Division Manager, Administrative Services Manager, Child and Family Division Manager, Child Protective Services Supervisor, Community Support Program Supervisor, Comprehensive Community Services Supervisor, Crisis Services Supervisor, Intake Supervisor, Birth-to-Three/Preschool Supervisor, IT Specialist/Compliance Officer, Juvenile Justice Supervisor, Lueder Haus Manager, Mental Health/AODA Supervisor, Economic Support Division Manager, Economic Support Supervisor, Office Manager, Maintenance Supervisor, Wraparound and Youth Services Supervisor. [am. ord. 2007-19, 09/1/07; am ord. 2008-07, 04/15/08; am. ord. 2008-24, 11-10-08; am. 02/10/09, ord. 2008-35; am. 3/13/12, ord. 2011-31; am. ord. 2012-20, 12/11/12]

4. Sheriff Department: Chief Deputy, Captains, Jail Food Service Supervisor, Emergency Management Director. [am. 10/10/06, ord. No. 2006-17; am. 02/10/09, ord. 2008-35]
5. Health Department: Public Health Program Manager, Public Health Nurse, WIC Project Director Supervisor. [am. 10/10/06, ord. 2006-17; am. 02/10/09, ord. 2008-35; am. 08/11/09, ord. 2009-12; am. 02/08/11, ord. 2010-25; am. 12/11/12, ord. 2012-20]

Section 2. Section HR0360, Hours of Work, Overtime and Compensatory Time is amended as follows:

HR0360 ***HOURS OF WORK, OVERTIME, AND COMPENSATORY TIME.*** [am. 12/13/11, ord. 2011-21; am 04/16/2013, ord 2013-02 am 06/11/2013, ord 2013-07]

A. **Exempt Employees**

1. State and federal law do not require an employer to make overtime or compensatory time available to exempt employees, as defined by law. Compensatory time for exempt employees is not intended to provide any compensation in addition to established salaries. Rather, it is a means of providing greater flexibility in scheduling work hours for exempt, salaried employees.
2. In lieu of other compensation for work in excess of 40 hours per week, Emergency Management Director, Circuit Court Commissioners, Assistant Corporation Counsels, Register in Probate/Attorney, Chief Deputy, Systems and Applications Manager, Information Technology Manager and department heads shall be entitled to 40 random hours off per year. Random hours not used by the end of a calendar year shall be forfeited. Random hours shall be prorated in the first and last year of employment based on actual time worked. Random hours for part time employees for a full year shall also be prorated based on the budgeted annual salary for the full year, converted to an equivalent number of hours. [am. ord. 2008-24, 11/10/2008; am. ord. 2008-35, 02/10/09; am. ord. 2009-17, 10/27/2009; am. ord. 2011-21, 01/13/2011; am. 12/11/12, ord. 2012-20]

Section 3. This ordinance shall be effective after passage and publication as provided by law.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Human Resources Committee

08-11-15

Terri M. Palm: 07-17-15

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

MILITARY LEAVE PROCEDURE.**A. Requests**

1. Service in the uniformed services means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority, as defined in 20 CFR Part 1002.5. [am. 3/13/12, ord. 2011-31]
2. An employee of the uniformed services, or an appropriate officer of said employee, shall provide notice to the Human Resources Department that the employee intends to leave the employment position to perform service in the uniformed services, in accordance with 20 CFR, Part 1002.85. Whenever possible, notice should be given 30 days before the start of the anticipated leave. [am. 3/13/12, ord. 2011-31]
3. Although notice may be given in either verbal or written format, to best coordinate the leave, it is preferred that the employee present an application or letter indicating the change to active military status, including the expected length of time the employee will be gone. [cr. 3/13/12, ord. 2011-31]

B. Seniority and Benefits

1. Seniority will continue to accrue while on military leave. Seniority, for purposes of this section, is consistent with USERRA, meaning longevity in employment together with any benefits of employment that accrue with, or are determined by, longevity in employment. [am. 3/13/12, ord. 2011-31]
2. Continuation of Health insurance will be offered under the group plan for 36 months in accordance with the Wisconsin Public Employer's Group Health Insurance Plan, which also covers requirements under USERRA. The employee will be required to pay the "active" employee contribution for the first 18 months. For the next 18 months the employee will be required to pay 100% of the premium, which is due by the 20th of the month *prior* to the month of coverage. If the employee does not return to work within 36 months, the employee will be offered an additional 18 months of continuation of coverage as required under Federal COBRA regulations. The employee will be required to pay 100% of the full premium for COBRA coverage. [am. 08/05, ord. 2004-35; am. 01/13/09, ord. 2008-33; am. 3/13/12, ord. 2011-31]
3. Continuation of Dental insurance will be offered under the group plan for 24 months in accordance with COBRA and USERRA requirements. The COBRA and USERRA coverage will run

concurrently. For COBRA or USERRA coverage, the employee will be required to pay the “active” employee contribution for the first 18 months. For the next 6 months under USERRA, and thereafter, if additional COBRA coverage is offered, the employee will be required to pay 102% of the full premium. [cr. 01/13/09, ord. 2008-33]

4. WRS [cr. 3/13/12, ord. 2011-31]

- a. If an employee is covered by a collective bargaining agreement under which the County will pay the total WRS employee-required contributions, the employee will receive contributions and service credit for the time he or she was on a military leave of absence. [cr. 3/13/12, ord. 2011-31]
- b. If an employee is not covered by a collective bargaining agreement under which the County will pay the WRS employee-required contributions, when the employee returns to employment, the employee will have the choice whether to make up all, some or none of the total WRS employee-required contributions dating to the employee’s military leave of absence. The employee-required contributions for repayment are to be made beginning with the date of reemployment, and ending on the earlier of: (1) three times the period of military service, or; (2) five years. [cr. 3/13/12, ord. 2011-31]
- c. The employer is required to make employer-required contributions to match the contributions made by the employee. [cr. 3/13/12, ord. 2011-31]
- d. In order to ensure that an employee receives his or her rights under USERRA, the employee should provide Human Resources with the following information upon return from Military leave: 1) How much, if any, of the employee-contributions the employee intends to make up and 2) a copy of the employee’s DD-214, or if the employee did not receive a DD-214 based on the length of service, a copy of his or her military orders. [cr. 3/13/12, ord. 2011-31]
- e. With respect to service credit, an employee will generally receive WRS service credit for up to five years of eligible military service whether the employee chooses to make up all, some or none of the employee-required make-up contributions. There are Federal and State exceptions to the years of WRS service credit. [cr. 3/13/12, ord. 2011-31]

5. Life insurance will continue under the group plan for a minimum of 30 days of unpaid leave. Once the insurance would normally end with the group plan, the employee may continue coverage by paying premiums to Jefferson County until the employee returns to work. The County will continue to pay the employer’s required portion of the premium for the first 18 months, after which, the employee will be required to pay the additional

required contribution. [am. 01/13/09, ord. 2008-33; renumbered 3/13/12, ord. 2011-31]

6. Vacation accrual rate will continue as if employee was not on military leave. Beginning in 2004, employees will receive the total vacation the employee would have earned as if any time on Military leave during the previous year was actual time worked. Any donated time counts toward this total time. [renumbered 01/13/09, ord. 2008-33; renumbered & am. 3/13/12, ord. 2011-31]
7. Sick or Holiday pay is not based on seniority and will, therefore, be handled in the same manner as any other leave of absence. Thereby, sick will not accrue while on Military leave, and Holiday pay will be distributed as if the employee was actively working. In addition, if an employee does not return to work after discharge, the employee will be responsible for returning any overpayment of holiday pay received. [renumbered 01/13/09, ord. 2008-33; renumbered am. 3/13/12, ord. 2011-31]
8. Contingency and Longevity. Military leave will count as hours worked for longevity and contingency purposes, providing the employee is eligible for the benefit as determined in HR0620 and HR0655. [cr. 3/13/12, ord. 2011-31]

C. Wages

1. Military Leave is unpaid. An employee has the choice to use vacation, holiday, random or compensatory time, but can not be forced to do so. However, any carryovers into the next calendar year will be limited in accordance with applicable ordinances. [am. 3/13/12, ord. 2011-31]
2. Employees on Military leave will continue to receive any 'across-the board' wage adjustment approved by County Board. [am. 3/13/12, ord. 2011-31]
3. Employees shall receive any step increase they reasonably would have been afforded if they had been actively working. [am. 3/13/12, ord. 2011-31]
4. Upon return from Military Leave, employees shall be promoted to positions that they reasonably would have been promoted to if they had been actively working and based on seniority. [am. 3/13/12, ord. 2011-31]

D. Return from Military Leave

1. If employee is gone 1 – 30 days, the employee should report to work the next scheduled workday. Usually 8 hours is given to rest before returning to work.
2. If employee is gone 31 – 180 days, the employee has 14 days to reapply and return to work.
3. If employee is gone 181+ days, the employee has 90 days to reapply and return to work.
4. It is not reasonable to assume an employee will necessarily pass a probationary period, as defined in a union contract, without sufficient time to observe the employee's work. Therefore, if an employee is in a probationary period when military leave begins, the remainder of the probationary time must be completed upon return. [am. 3/13/12, ord. 2011-31]
5. An employee returning from military leave shall be reemployed in a position according to USERRA regulations. This may include being promoted, reclassified, demoted, transferred, placed on layoff or terminated if circumstances changed as to make reemployment impossible or unreasonable. [am. 3/13/12, ord. 2011-31]
6. If military leave lasts more than 30 days, Federal law gives employees certain job protection for 6 – 12 months after return.

MILITARY LEAVE PRACTICES - SURVEY

		Eligibility	Continued Wages	Notes	Additional Benefits
City	West Allis	Everyone except Temporary employees	10 days - training	The 10-days of paid leave can not exceed normal pay when combined with the military pay	Benefits maintained for 45 days
County	Juneau	Everyone	10 days - training	The 10-days of paid leave can not exceed normal pay when combined with the military pay	
County	Burnett	Everyone	10 days - training	The 10-days of paid leave can not exceed normal pay when combined with the military pay	
City	Eau Claire	Everyone	10 days - training	The 10-days of paid leave can not exceed normal pay when combined with the military pay	
City	Appleton	All Full-time employees	10 days - training	Pay difference between military pay and pay if working	
County	Waupaca	Everyone	10 days - training	Pay difference between military pay and pay if working	
City	Waukesha	Everyone	10 days - training	Pay difference between military pay and pay if working	
City	Fitchburg	Everyone	10 days - training	Pay difference between military pay and pay if working	
City	Stevens Point	Non-probationary, Regular FT and PT employees	10 days - training	Pay difference between military pay and pay if working	
County	Monroe	Everyone	10 days - training	Pay difference between military pay and pay if working	

County	Ozaukee	Everyone	10 days - training	Pay difference between military pay and pay if working
		Everyone except Temporary employees		Pay difference between military pay and pay if working
County	Pierce		10 days - training	Pay difference between military pay and pay if working
				Pay difference between military pay and pay if working
County	Walworth	Everyone	10 days - training	Pay difference between military pay and pay if working
				Pay difference between military pay and pay if working
City	Superior	Everyone	10 days - training	Pay difference between military pay and pay if working
		Non Probationary Employees		Pay difference between military pay and pay if working
City	Oconomowoc		15 days	Pay difference between military pay and pay if working
				Pay difference between military pay and pay if working
City	Sun Prairie	All Full-time employees	15 days	Pay difference between military pay and pay if working
				Pay difference between military pay and pay if working
City	Pewaukee	Everyone	15 days	Pay difference between military pay and pay if working
				Pay difference between military pay and pay if working
County	Dane	Everyone	30 days	Pay difference between military pay and pay if working

County	Portage	Everyone	30 days	Pay difference between military pay and pay if working	Deputies have different benefits covered by CBA
				Pay difference between military pay and pay if working	
City	Antigo	Everyone	For active duty	Pay difference between military pay and pay if working	Training is not paid
				Pay difference between military pay and pay if working	
City	LaCrosse	Everyone	Paid for a set number of days	Pay difference between military pay and pay if working	
				Pay difference between military pay and pay if working	
City	Franklin	Everyone	Up to 365 days	Pay difference between military pay and pay if working	
County	Oneida	Everyone	Unpaid		
County	Sheboygan	Everyone	Unpaid		
County	Manitowoc	Everyone	Unpaid		
County	Outagamie	Everyone	Unpaid		
County	Marquette	Everyone	Unpaid		
County	Waukesha	Everone	Unpaid		
County	Vilas	Everyone	Unpaid		
County	Lincoln	Everyone	Unpaid		
County	Trempealeau	Everyone	Unpaid		

County	Waushara	Everyone	Unpaid
County	Dunn	Everyone	Unpaid
City	Fon du Lac	Everyone	Unpaid
School	Technical College	Everyone	Unpaid *
County	Calumet	Everyone	Unpaid
County	Vernon	Everyone	Unpaid
County	Douglas	Everyone	Unpaid
County	Dodge	Everyone	Unpaid
County	Taylor	Everyone	Unpaid
City	Neenah	Everyone	Unpaid
County	Adams	Everyone	Unpaid
County	Florence	No current policy	

Department of Employee Trust Funds
Revised June 9, 2015

GIB Approves Health Insurance Benefit Changes for 2016

The [Group Insurance Board](#) (GIB) has approved benefit changes and increased member cost sharing for the state's group health insurance program in 2016. The changes will provide a projected cost savings of \$85 million over the next two years, which meets requirements proposed in the 2015-2017 State Budget.

Here are the benefit changes at a glance:

Coinsurance Uniform Benefits Plan (approximately 98% of ETF members are enrolled in this plan)

	Single		Family	
Benefit Year	2015	2016	2015	2016
Deductible	\$0	\$250	\$0	\$500
Out-of-Pocket Limit	\$500	\$1,000	\$1,000	\$2,000

Benefit Year	2015	2016
Primary Care Physician Office Visit*	10% coinsurance	\$15 copay
Specialist Office Visits**	10% coinsurance	\$25 copay

*The primary care copay will also apply to visits for chiropractic and therapy services.

**The specialty copay will also apply to urgent care visits.

Notes:

- There is no copay or deductible for routine [preventive health services](#).
- The state employee percentage share of premium contributions are currently 88% employer paid and 12% employee paid. Premium contributions for state employees are set by OSER in late August.
- These medical benefit changes do not apply to annuitants who are eligible for and enrolled in Medicare Parts A, B and D.

Standard Plan

	Single		Family	
Benefit Year	2015	2016	2015	2016
Deductible (Preferred Provider)	\$200	\$250	\$400	\$500
Out-of-Pocket Limit	\$800	\$1,000	\$1,600	\$2,000

Note: This does not apply to annuitants who are eligible for and enrolled in Medicare Parts A, B and D.

High Deductible Health Plan and Health Savings Account (HSA)

	Single		Family	
Benefit Year	2015	2016	2015	2016
HSA Employer Contribution*	\$170	\$750	\$340	\$1,500

*The HSA employer contribution amounts listed are supported by the GIB, but the Office of State Employment Relations (OSER) makes the final determination on HSA contributions.

Note: The annual deductibles (\$1,500 Single / \$3,000 Family) and out-of-pocket maximums (\$2,500 Single / \$5,000 Family) remain the same for 2016.

Pharmacy Benefits

Benefit Year	2015	2016
Member Costs		
Generic – Level 1	\$5	\$5
Brand – Level 2	\$15	20% (\$50 maximum)
Brand – Level 3	\$35 ¹	40% (\$150 maximum) ¹
Brand – Level 4		
○ Preferred Pharmacy	\$15 ²	\$50 ²
○ Non-preferred Pharmacy	\$50	40% (\$200 maximum)
Member Out-of-Pocket Limits (OOPL)		
Levels 1 & 2	\$410 Single / \$820 Family	\$600 Single / \$1,200 Family

Level 4	\$1,000 Single / \$2,000 Family	\$1,200 Single / \$2,400 Family
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¹ Level 3 copays do not apply toward OOPL.

² Reduced copay applies when Preferred Specialty Medications are obtained from a Preferred Specialty Pharmacy.

Note: This also applies to annuitants who are eligible for and enrolled in Medicare Parts A, B and D.

The GIB also approved:

- o Adding coverage for **advanced care planning and/or a palliative care consultation** to ensure that members facing serious illness and survival of less than 6 months are informed of care options and are able to make treatment decisions based on their individual values and goals of care; and **habilitative services** that help members keep, learn, or improve skills and functioning for daily living.
- o Shifting current dental benefits to a **stand-alone, self-insured dental plan**. [Delta Dental of Wisconsin](#) has been selected as the plan administrator, pending contract negotiations.

The 2015-2017 State Budget, currently under development by the legislature, contains a provision offering a \$2,000 **opt-out incentive** for state employees who choose not to enroll in the group health insurance program. The biennial state budget process has not been completed. Therefore, this provision is neither final nor approved.

Premium rates for state and local employees and retirees will be set after health plan contract negotiations are completed this summer by ETF. Then, rates for 2016 are approved by the GIB and announced in August.

You will have the opportunity to learn more about plan benefits for 2016 and make choices during the It's Your Choice open enrollment period, October 5-30, 2015.

Additional ETF resources:

[Frequently Asked Questions](#) about changes

Drinker Biddle

Publication - 07/02/2015

The DOL Announces Proposed Revisions to FLSA Regulations Doubling the Minimum Salary Requirement for Exempt Employees

Client Alert

By Dennis M. Mulgrew, Jr.

More than 15 months after President Obama issued a Presidential Memorandum directing the Secretary of Labor “to propose revisions to modernize and streamline the existing [FLSA] overtime regulations,” the Department of Labor on June 30, 2015 finally issued a Notice of Proposed Rulemaking (NPRM) detailing its proposed revisions. These proposals include:

- (1) Increasing the minimum salary requirement from \$455 per week (\$23,660 per year) to an expected \$970 per week (\$50,440 per year) in 2016;
- (2) Increasing the minimum annual compensation requirement to qualify as a “highly-compensated” exempt worker from \$100,000 to \$122,148 annually;
- (3) Creating a mechanism for automatically updating the minimum salary and compensation levels, by tying them to either (a) a fixed percentile of earnings for full-time salaried workers or (b) changes in the CPI-U (*i.e.*, the Consumer Price Index for Urban Consumers).

Note that these are *proposed* revisions; they are not yet law. The NPRM will be published in the Federal Register and the public will be invited to comment on the revisions for a certain period (likely 60 days). After the comment period ends, the Department of Labor (DOL) may consider the comments; possibly make further revisions to the regulations; and publish a “Final Rule” in the Federal Register with an effective date on which it becomes law. Considering this timeline, it is likely that new regulations will not become law until mid-2016 or later. Usually, however, the “Final Rule” does not differ significantly from the NPRM, and thus employers now have a preview of the regulatory landscape they will face in 2016.

The DOL was widely expected to raise the minimum salary requirement, which has not been updated since 2004. However, most predicted that the DOL would couple a more modest (but still significant) increase with changes to the various “duties tests.” This speculation was based

upon remarks made by the president and the Secretary of Labor indicating a concern that too many employees, particularly retail managers, were exempt under the regulations even though they spent a large portion of their time performing non-exempt duties.

The DOL has not, however, proposed any specific revisions to the duties tests. Essentially, the DOL seems to believe that a dramatic increase in the minimum salary and compensation requirements will, standing alone, ameliorate concerns about potential misclassification, noting in the NPRM that “[a]djusting the salary level upward to account for the absence of a more rigorous duties test will ensure that the salary threshold serves as a more clear line of demarcation between employees who are entitled to overtime and those who are not, and will reduce the number of white collar employees who may be misclassified . . .”

Even though the DOL has proposed fewer revisions than expected, it is nonetheless “seeking comments” on other potential changes. For example, the DOL has reiterated the concern that “in some instances the current tests may allow exemption of employees who are performing such a disproportionate amount of nonexempt work that they are not [white collar] employees in any meaningful sense” and it is thus “seeking comments on whether the [duties] tests are working as intended.” Similarly, it seeks comments on whether to allow nondiscretionary bonuses and incentive payments to satisfy a portion of the salary basis test. Revisions to the regulations in these areas may possibly appear in the Final Rule.

Although a Final Rule will not take effect until 2016, employers should now start evaluating their employee classification policies to ensure compliance with, at the least, the expected increase in the minimum salary requirements. Given the magnitude of the increase, it’s likely that most employers will need to transition some employees, for whom meeting the new salary basis test is not feasible, from a salary to hourly role.

Should you have questions about this alert, please contact the authors or any other member of Drinker Biddle’s Labor and Employment Group.

HIGHWAY/PUBLIC WORKS OVERTIME SURVEY

By FLSA Regulations and Compensatory eligibility

City/County		Ability to accrue Comp	Maximum hours	Special Comp Rules	FLSA Regulations*	Exceptions	Other Comments
City	Sheboygan	No		Can flex within the week to = 40 hours	Yes		
County	Barron	No			Yes	OT pay for hours worked on weekends/holidays	
County	Brown	No			Yes		
County	Marquette	no			yes	OT on weekends	
County	Monroe	No			Yes		Counts Holiday as time worked only for purposes of plowing snow. 10-hour days in summer
County	Portage	No			Yes	OT if on Holiday only	
County	Vilas	No			Yes		
City	Eau Claire	Uncertain			Yes		Double time on unscheduled holidays
City	Milwaukee	Uncertain			yes	But, count holidays for time worked.	
Village	Bayside	Uncertain			yes		
City	Appleton	Yes	40 hours, replenishable		Yes	Paid a differential if outside normal hours	Double time on unscheduled holiday and unscheduled Sundays
City	Baraboo	yes	150 hours		Yes	OT for holidays/emergency call in/weekends	
City	Fitchburg	yes	90 hours		yes	OT for hours outside regular shift for snow plowing only. Counts Holidays towards OT...no other accrued time	

City	Fon du Lac	yes	uncertain		yes	Paid a differential if outside normal hours	If called in early/stay late, have option of going home. If change in schedule known in advance, will flex hours to not exceed 40/week.
City	LaCrosse	yes	40		yes	Count holidays and vacation as paid time but NOT sick, comp, bereavement	
City	DePere	Yes	80 hours, replenishable		Yes		
County	Adams	yes	100 hours		Yes		Same for ALL non-exempt employees.
County	Burnett	yes	uncertain		Yes	Receive premium pay outside of normal hours	Double time on holidays
County	Calumet	Yes	60 hours		Yes		
County	Door	Yes	40 hours/year		Yes		10-hour days in summer
County	Douglas	yes	80 hours	paid out end of year	yes	Sat/Sun OT unless a M-F is a vol layoff day. Holiday is at OT.	If called in early/stay late, have option of going home
County	Dunn	Yes	60 hours, replenishable	Carries over	Yes		
County	Juneau	yes	uncertain		yes	OT over 8hrs/day or 40 hrs/week, but does NOT count accrued time as worked time	10-hour days in summer
County	Lincoln	yes	120 hours		yes	OT on weekends; can flex the week to reduce straight pay	10-hour days in summer
County	Manitowoc	yes	50 hours	paid out end of year	Yes		
County	Marathon	yes	40 hours		Yes	OT on weekends/holidays	10-hour days in summer
County	Menominee	Yes	120 hours, replenishable	may carry over up to 40 hours	Yes		
County	Oneida	Yes	40 hours		yes		Send home if no work...not guaranteed 40/week
County	Pierce	yes	uncertain	paid out end of year	yes	But, count holidays for time worked.	Holiday worked at OT
County	Rusk	Yes	40 hours, replenishable	May be carried over	Yes		
County	Walworth	yes	varies from 40 - 80 hours		yes		

County	Washburn	Yes	30 hours/year	yes	Pay a differential for work outside normal hours		
County	Waukesha	yes	36 hours	yes	OT if called in on weekend		
County	Waushara	yes	24 hours/year	yes			
County	Taylor	No		no	OT if outside normal work hours.		
City	Antigo	no		no	after 40 hours/week		
County	Dodge	No		No	Over 8/day or 40/week (10 hrs/day in summer). OT on Holidays and Sat/Sun. Can flex the week to reduce straight pay.	10-hour days in summer	
County	Trempealeau	No		No	OT outside normal work hours, including accrued time	10-hour days in summer	
City	Wausau	Uncertain		no	OT after 8 hours	Looking at going to FLSA standards	
County	Outagamie	Uncertain		no	OT after 10 hours/day; on Sundays; after 40 in week; on paid holidays. Depending on when during the day accruals are used, OT may occur.	10-hour days in summer	
County	Winnebago	No		No	OT after 8 or 40, including accrued time	Special for this group	
City	Cedarburg	Yes	40 hours, replenishable	no	OT only after 40, includes accrued time EXCEPT bereavement leave	Same for ALL non-exempt employees. Double time on observed holidays.	
City	Neenah	Yes	uncertain	no	sick, funeral and floating holidays do not count as time worked for the purpose of computing weekly overtime. Vacation time and scheduled holidays count as time worked for the purpose of computing overtime. OT on Sat/Sun	Double time on holidays	
City	Oshkosh	yes	240 hours, statutory limits	paid out end of year	No	worked in excess of forty (40) hours in a workweek, with the exception of full days of holiday, vacation and floating holiday time, which are also counted toward the calculation of overtime.	Sick, bereavement, comp time does NOT count towards OT
City	Pewaukee	yes	80 hours/year	may carry over up to 40 hours	no	OT over 40 hours/week. HOWEVER, do not consider Comp time used as hours worked	

City	West Allis	Yes	240 hours, replenishable	All employees can carry over 40 hours. Some DPW staff can carry up to 120 hours of comp over	No	5-2 Schedule Employees (i.e., work 5 days then off 2 days such as a Monday – Friday work schedule): OT for all hours in excess of 40 hours in a work week, or on Saturday, if Saturday is not part of the employee's regular work schedule. 4-2 Schedule Employees (i.e., work 4 days then off 2 days on a continuous rotating work schedule). OT for all hours worked in excess of 8 hours per work day.	Utilize varying work schedules and part-time employees. Double time on Sundays/holidays if not scheduled.
County	Dane	Yes	90 hours first 6 months then paid out; 75 hours last 6 months	may request once/year a payout of 20+ hours	No	Over 8/day or 40/week (10 hrs/day in summer)	10-hour days in summer; varying scheduling (some work Mon-Thrs others Tues-Frid)
County	Fon du Lac	Yes	30 hours		no	OT after scheduled hours	10-hour days in summer
County	Grant	yes	24 hours/year		no	after 8 hours/day or 40 hours/week	10-hour days in summer
County	Oconto	yes	40 hours	must be used by June 1	no	after normal daily work schedule	
County	Richland	Yes	24 hours/year		No	Counts paid time as hours worked; paid over 40/week	

*EXCLUDES accrued time from OT calculation

** Many responses included entire *Hours of Work* policies, providing information on on-call, call-in pay, shift differentials, etc. It is noted that there is no hazardous pay in any of the responses similar to what Jefferson County offers.

*** Counts Holidays as time worked

**** Offer premiums instead of OT for hours outside normal hours

***** Variable work schedules of staff to cover more shifts/have available for emergencies

Human Resources
41

Date Ran 6/22/2015
Period 5
Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
411100	GENERAL PROPERTY TAXES	(30,904.92)	(30,904.92)	(154,524.60)	(154,524.58)	(0.02)	(370,859.00)	(216,334.40)	41.67%
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	(2.87)	(16.67)	13.80	(40.00)	(37.13)	7.18%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(15.00)	(12.50)	(2.50)	(30.00)	(15.00)	50.00%
Totals		(30,904.92)	(30,910.75)	(154,542.47)	(154,553.75)	11.28	(370,929.00)	(216,386.53)	41.66%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	13,586.60	17,390.83	78,422.08	86,954.17	(8,532.09)	208,690.00	130,267.92	37.58%
511210	WAGES-REGULAR	-	-	7,600.00	-	7,600.00	-	(7,600.00)	#DIV/0!
511310	WAGES-SICK LEAVE	87.98	-	1,237.40	-	1,237.40	-	(1,237.40)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	34.08	-	170.42	(170.42)	409.00	409.00	0.00%
511340	WAGES-HOLIDAY PAY	679.47	-	2,978.55	-	2,978.55	-	(2,978.55)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	437.89	-	740.24	-	740.24	-	(740.24)	#DIV/0!
512141	SOCIAL SECURITY	1,080.68	1,325.08	6,701.41	6,625.42	75.99	15,901.00	9,199.59	42.14%
512142	RETIREMENT (EMPLOYER)	1,005.98	1,184.92	5,670.08	5,924.58	(254.50)	14,219.00	8,548.92	39.88%
512144	HEALTH INSURANCE	4,568.12	4,385.33	21,255.19	21,926.67	(671.48)	52,624.00	31,368.81	40.39%
512145	LIFE INSURANCE	10.92	9.17	46.64	45.83	0.81	110.00	63.36	42.40%
512150	FSA CONTRIBUTION	-	62.50	750.00	312.50	437.50	750.00	-	100.00%
512173	DENTAL INSURANCE	270.00	270.00	1,267.32	1,350.00	(82.68)	3,240.00	1,972.68	39.11%
521218	ARBITRATOR	-	66.67	-	333.33	(333.33)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,520.00	5,255.50	7,600.00	(2,344.50)	18,240.00	12,984.50	28.81%
521220	CONSULTANT	-	416.67	-	2,083.33	(2,083.33)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,748.24	583.33	10,509.96	2,916.67	7,593.29	7,000.00	(3,509.96)	150.14%
521226	ERGONOMICS	-	20.83	-	104.17	(104.17)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	250.00	1,562.50	(1,312.50)	3,750.00	3,500.00	6.67%
521229	RECRUITMENT RELATED	12.95	104.17	308.29	520.83	(212.54)	1,250.00	941.71	24.66%
521296	COMPUTER SUPPORT	-	337.33	4,009.73	1,686.67	2,323.06	4,048.00	38.27	99.05%
531303	COMPUTER EQUIPMT & SOFTWA	99.00	291.67	914.72	1,458.33	(543.61)	3,500.00	2,585.28	26.13%
531311	POSTAGE & BOX RENT	13.09	29.17	122.30	145.83	(23.53)	350.00	227.70	34.94%
531312	OFFICE SUPPLIES	108.71	110.83	146.83	554.17	(407.34)	1,330.00	1,183.17	11.04%
531313	PRINTING & DUPLICATING	69.03	83.33	363.44	416.67	(53.23)	1,000.00	636.56	36.34%
531314	SMALL ITEMS OF EQUIPMENT	259.00	-	259.00	-	259.00	-	(259.00)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	229.00	133.33	229.00	666.67	(437.67)	1,600.00	1,371.00	14.31%
531324	MEMBERSHIP DUES	-	42.50	439.59	212.50	227.09	510.00	70.41	86.19%
531326	ADVERTISING	-	10.42	-	52.08	(52.08)	125.00	125.00	0.00%
531357	EMPLOYEE RECOGNITION	117.35	500.00	358.69	2,500.00	(2,141.31)	6,000.00	5,641.31	5.98%

532325	REGISTRATION	-	165.00	584.00	825.00	(241.00)	1,980.00	1,396.00	29.49%
532332	MILEAGE	230.01	48.25	396.77	241.25	155.52	579.00	182.23	68.53%
532334	COMMERCIAL TRAVEL	-	41.67	-	208.33	(208.33)	500.00	500.00	0.00%
532335	MEALS	59.95	30.83	59.95	154.17	(94.22)	370.00	310.05	16.20%
532336	LODGING	395.00	175.83	535.00	879.17	(344.17)	2,110.00	1,575.00	25.36%
532339	OTHER TRAVEL & TOLLS	4.00	-	38.00	-	38.00	-	(38.00)	#DIV/0!
532350	TRAINING MATERIALS	-	333.33	2,168.92	1,666.67	502.25	4,000.00	1,831.08	54.22%
533225	TELEPHONE & FAX	3.80	14.17	18.97	70.83	(51.86)	170.00	151.03	11.16%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	228.35	227.92	0.43	547.00	318.65	41.75%
571005	DUPLICATING ALLOCATION	98.00	98.00	490.00	490.00	-	1,176.00	686.00	41.67%
571009	MIS PC GROUP ALLOCATION	643.42	643.50	3,217.10	3,217.50	(0.40)	7,722.00	4,504.90	41.66%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	193.58	193.58	967.90	967.92	(0.02)	2,323.00	1,355.10	41.67%
591519	OTHER INSURANCE	95.86	96.33	471.80	481.67	(9.87)	1,156.00	684.20	40.81%

Totals	27,198.30	31,110.75	159,012.72	155,553.75	3,458.97	373,329.00	214,316.28	42.59%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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#DIV/0!

#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	(3,706.62)	200.00	4,470.25	1,000.00	3,470.25	2,400.00	(2,070.25)	186.26%
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Human Resources-Safety
42

Date Ran 6/22/2015
Period 5
Year 2015

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
411100	GENERAL PROPERTY TAXES	(3,771.08)	(3,771.08)	(18,855.40)	(18,855.42)	0.02	(45,253.00)	(26,397.60)	41.67%
474106	INTERGOVT SHARED SERVICES	-	(3,433.92)	(13,053.01)	(17,169.58)	4,116.57	(41,207.00)	(28,153.99)	31.68%
Totals		(3,771.08)	(7,205.00)	(31,908.41)	(36,025.00)	4,116.59	(86,460.00)	(54,551.59)	36.91%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	4,099.22	4,489.83	19,927.00	22,449.17	(2,522.17)	53,878.00	33,951.00	36.99%
511310	WAGES-SICK LEAVE	-	-	1,067.98	-	1,067.98	-	(1,067.98)	#DIV/0!
511340	WAGES-HOLIDAY PAY	198.25	-	812.17	-	812.17	-	(812.17)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	89.53	-	89.53	-	(89.53)	#DIV/0!
512141	SOCIAL SECURITY	315.11	343.50	1,605.28	1,717.50	(112.22)	4,122.00	2,516.72	38.94%
512142	RETIREMENT (EMPLOYER)	292.23	305.33	1,489.00	1,526.67	(37.67)	3,664.00	2,175.00	40.64%
512144	HEALTH INSURANCE	1,392.10	1,325.17	6,454.55	6,625.83	(171.28)	15,902.00	9,447.45	40.59%
512145	LIFE INSURANCE	2.56	3.00	11.65	15.00	(3.35)	36.00	24.35	32.36%
512150	FSA CONTRIBUTION	-	20.83	250.00	104.17	145.83	250.00	-	100.00%
512173	DENTAL INSURANCE	90.00	90.00	426.33	450.00	(23.67)	1,080.00	653.67	39.48%
531311	POSTAGE & BOX RENT	-	1.67	-	8.33	(8.33)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	0.70	-	2.15	-	2.15	-	(2.15)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	20.83	(20.83)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	183.33	2,082.31	916.67	1,165.64	2,200.00	117.69	94.65%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	500.00	(500.00)	1,200.00	1,200.00	0.00%
531324	MEMBERSHIP DUES	-	-	210.00	-	210.00	-	(210.00)	#DIV/0!
532325	REGISTRATION	180.00	50.83	805.00	254.17	550.83	610.00	(195.00)	131.97%
532332	MILEAGE	-	6.25	51.76	31.25	20.51	75.00	23.24	69.01%
532335	MEALS	-	6.25	62.54	31.25	31.29	75.00	12.46	83.39%
532336	LODGING	-	11.67	56.14	58.33	(2.19)	140.00	83.86	40.10%
532350	TRAINING MATERIALS	-	140.00	-	700.00	(700.00)	1,680.00	1,680.00	0.00%
571004	IP TELEPHONY ALLOCATION	15.25	15.25	76.25	76.25	-	183.00	106.75	41.67%
571009	MIS PC GROUP ALLOCATION	75.67	75.67	378.35	378.33	0.02	908.00	529.65	41.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	32.25	32.25	161.25	161.25	-	387.00	225.75	41.67%
591519	OTHER INSURANCE	24.70	-	49.40	-	49.40	-	(49.40)	#DIV/0!
Totals		6,718.04	7,205.00	36,068.64	36,025.00	43.64	86,460.00	50,391.36	41.72%

Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		2,946.96	-	4,160.23	-	4,160.23	-	(4,160.23)	#DIV/0!



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

Human Resources Department
Monthly Report
June, 2015

Issues/Items for June, 2015:

- Personnel issues:
 - 8 performance-related concerns/investigatory issues, resulting in:
 - 3 counselings
 - 3 written warnings
 - 1 continuing investigation/pending action
 - 1 pending grievance
 - 1 referral to the County's Employee Assistance Program
 - 3 employee health-related concerns
 - 4 employee accommodations
- Trainings
 - Attended "The Investigation Process" presented by NPELRA on June 10 in Madison, WI
- Recruitment and Retention
 - Recruited for 5 positions and received/reviewed 52 applications
 - Processed 18 new hires, 4 full-time and 14 for Fair week
 - Processed 3 employee separations.
 - Completed and/or reviewed 12 reference checks and 5 education checks and 4 caregiver background check on 6 candidates, of which 6 applicants were extended an offer and 6 applicants accepted.
- Employment Law
 - Monitored 58 active approved FMLA requests, both new and continuing.
 - Received 1 First Report of Injuries, which was reportable.
 - Investigated 1 concern of a HIPAA privacy breach.
- Miscellaneous
 - Coordinated a Mini Job Fair on June 3 at the Fairgrounds to recruit for Fair Week positions

- Completed/updated 3 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
- Completed 1 exit interview from terminated employee.
- Completed annual Safety audit for departments, including recommendations.
- Updated Classification Listing for 2015.
- Gathered data from approximately 50 municipalities/counties regarding overtime calculation for highway/public works departments.

Action Items for July, 2015:

- Complete 10 job descriptions.
- Summarize findings of overtime calculations for Highway/Public Works in other Counties/municipalities
- Educate employees on voluntary benefits (Long Term Disability, Short Term Disability, Vision, etc.).
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Conduct Employee recognition/satisfaction survey.
- Schedule one recognition event.
- Complete HIPAA training for appropriate staff.
- Compile Safety Data Sheets for one County facility.
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Terri M Palm". The signature is fluid and cursive, with the first name "Terri" and last name "Palm" clearly distinguishable.

Terri M Palm
Human Resources Director

**Report to Human Resources Committee
July 21, 2015**

Monthly Accomplishments/Goals:

- June report included

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the April, 2015 Human Resources Committee meeting:

Clerk of Courts

- Deputy Clerk I/II – FT
- Court Commissioner – FT
- Register in Probate/Attorney - FT

Fair Park

- Caretakers, weekend priority

Highway

- Construction Superintendents– FT x 2

Human Services

- Comprehensive Community Services Facilitator - FT
- Behavioral Health Specialist - FT

Register of Deeds

- Administrative Assistant – PT (LTE)

Sheriff

- Deputy – FT

The following position has been requested and is still under review:

UW Extension

- Administrative Specialist - FT

Emergency Help Requests. The following were emergency help requests were received since the June Human Resources Committee meeting:

- **UW-Extension** – Administrative Specialist accepted a position internally with MIS. Request for emergency help until position is filled is still pending approval.

Hiring Above Minimum Step and/or Additional Benefits.

- Paul Eilenfeldt was hired as a Highway Worker at step 6 of appropriate grade.
- Brent Ruehlow will be moved three additional steps, to step 7 of grade 15, effective January 1, 2016 when his reclassification is implemented.

Reclassification Results. A late reclassification request was made and was successful, affecting 1 employee, at an annual cost of \$120.00.

Respectively submitted,



Terri M Palm
Human Resources Director