

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

**Tuesday, May 19, 2020 @ 2:00 p.m.**

Join Zoom Meeting: <a href="https://zoom.us/j/93651125900">https://zoom.us/j/93651125900</a> Meeting ID: 936 5112 5900# One tap Mobile: 1-312-626-6799,,93651125900# Dial by your location: 1-301-715-8592
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Committee Members: James Braughler, Joan Fitzgerald, Laura Payne, Brandon White, and Michael Wineke

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Election of Committee Officers
5. Review of the Agenda
6. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
7. Communications
8. Approval of March 14, 2020, Human Resources Committee Minutes
9. Determine future meeting dates and times
10. Review of Human Resources Committee Rules
11. Review of the County's compensation and benefit practices
12. Discussion and possible action to approve seasonal and non-classified position wages for 2021
13. Update on possible shared Risk Manager/Safety Officer and Purchasing Officer positions with Dodge County
14. Discussion and update on review of Personnel Policies and the Personnel Ordinance
15. Discussion and update on COVID-19 policies and suspension of policies, including recovery plans
16. Review of April, 2020, monthly financial reports for Human Resources and Safety
17. Report from Human Resources Director:
  - a. March monthly report
  - b. Vacant position requests
  - c. Emergency Help requests
  - d. Leave of Absence requests
  - e. Additional steps, benefits and bonuses provided to employees
18. Set next meeting date and agenda items
19. Adjournment

**Next scheduled meetings:**  
**Tuesday, June 16, 2020 at 8:30 a.m. (tentative)**  
**Tuesday, July 21, 2020 (tentative)**

*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

Monday, March 17, 2020 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 8:33 a.m.
2. Roll Call: Present: James Braughler, Chair; James Schroeder; Michael Wineke, Vice Chair. Excused: Kirk Lund; Laura Payne, Secretary. **Quorum established.** Others staff present: Kathi Cauley, Human Services Director (by phone); Kirk Lund (by phone); Paul Milbrath, Sheriff; Terri Palm-Kostroski, Human Resources Director; and Benjamin Wehmeier, County Administrator. Members of the public present: none.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Communications: Handouts None.
7. Approval of March 2, 2020, Human Resources Committee Minutes. **Motion by J. Schroeder to approve the Human Resources Committee March 2, 2020, minutes as presented. Second by M. Wineke. Motion passed 3:0.**
8. Discussion and possible action to fill the unfunded Managing Director/Business Development position at Economic Development utilizing available professional services funds. **Motion by M. Wineke, to approve filling the unfunded position. Second by J. Schroeder. Motion passed 3:0.**
9. Discussion and possible action to recommend creating one full-time Psychotherapist position in the Mental Health and AODA unit at Human Services. **Motion by J. Schroeder to recommend a resolution to the County Board to create one full-time Psychotherapist position in the Mental Health and AODA unit at Human Services. Second by M. Wineke. Motion passed 3:0.**
10. Discussion and possible action to recommend amending the Civil Service Ordinance, changing the assignment of the grievance committee required by sec. 59.26(8)(b). **Motion by J. Schroeder to recommend amending the Civil Service Ordinance, designating the Finance/Human Resources Committee as the Civil Service grievance committee, pending passage of new proposed Board rules. Second by M. Wineke. Motion passed 3:0.**
11. **Motion by M. Wineke to convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter..." for the purpose of discussing a Stipulation and Order imposing discipline on one employee of the Sheriff's Office. Second by J. Braughler. J. Braughler: Aye; M. Wineke: Aye; J. Schroeder: Aye. Moved into closed session at 8:47a.m. Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Others present: K. Lund (by phone), P. Milbrath, T. Palm-Kostroski, B. Wehmeier.**

- **Motion by M. Wineke to reconvene to open session. Second by J. Schroeder. Motion passed 3:0. Moved into closed session at 8:54 a.m.**
  - **Motion by J. Schroeder to approve the Sheriff's recommendation of one-day suspension. Second by J. Braughler. Motion passed 3:0.**
12. Discussion and possible action related to Personnel policies and the COVID-19 pandemic. B. Wehmeier and T. Palm-Kostroski reviewed memos sent to employees and issues that still need to be covered and the moving dynamics of this crisis. This includes pending FMLA federal legislation, travel restrictions, alternate work schedules, telecommuting, and suspension of attendance policies. **Information only, no action taken.**
  13. Discussion and update on review of Personnel Policies and the Personnel Ordinance. Reported that this issue has been put on hold. **Information only, no action taken.**
  14. Update on possible shared Risk Manager/Safety Officer and Purchasing Officer positions with Dodge County. Reported that Dodge County staff continues wanting to pursue the joint positions. **Information only, no action taken.**
  15. Review of February, 2020, monthly financial reports for Human Resources and Safety. Nothing notable to report. **Information only, no action taken.**
  16. Report from Human Resources Director. T. Palm-Kostroski reviewed the vacant position, emergency help, and extended leave of absence requests; and additional steps, benefits and bonuses provided to employees since the last Human Resources Committee meeting. **Information only, no action taken.**
  17. Set next meeting date and agenda items: Tuesday, April 21, 2020, at 8:30 a.m. Agenda items to be determined.
  18. Adjournment **Motion by M. Wineke to adjourn. Second by J. Schroeder. Motion passed 3:0. Meeting adjourned at 9:43 a.m.**

The Committee shall review insurance to be carried and also the insurance carrier to which such insurance shall be awarded. The Committee shall be authorized to renew insurance contracts without bidding same, when it finds renewal is in the best interest of Jefferson County, select investment advisors/brokers, select vendors for professional services related to financial matters if required by the Jefferson County Purchasing Policy and select P-Card vendors. [Ord. No. 2018-01, 04/17/2018]

The Committee shall have the authority to resolve claims against the County in amounts over \$25,000 up to the County's self-insured retention (SIR) amount after consulting with the County's insurance carrier, the County Administrator and Corporation Counsel. [Cr. 04/16/02, Ord. 2002-04; Ord. No. 2018-01, 04/17/2018]

The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/13/12, Ord. 2011-24]

The Committee, on a case by case basis, shall recommend to the Board of Supervisors the allocation of the proceeds from the sale of county-owned farmland to possibly increase the acreage of farmland permanently protected from development, and to leverage state and federal funds for the acquisition of conservation easements to protect farmland (Resolution No. 2008-15). [Ord. 2016-01, 04/19/2016]

Unless otherwise provided by statute or ordinance, the Finance Committee shall oversee the sale of county-owned land in addition to land obtained through tax foreclosure, and shall present contracts for sale of such land to the Board for approval. [Ord. No. 2007-39, 03/11/2008; Ord. No. 2018-01, 04/17/2018]

The Committee provides policy oversight of the County Treasurer, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 3/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016, Ord. No. 2018-01, 04/17/2018]

[Ord. No. 2002-05, 04/15/2002; Ord. No. 2002-16, 08/13/2002; Ord. No. 2004-04, 05/11/2004; Ord. No. 2005-48d, 03/14/2006; Ord. No. 2009-24, 03/09/2010; Ord. No. 2011-24, 03/13/2012; Ord. No. 2014-11, 07/08/2014; Ord. No. 2016-01, 04/19/2016]

**(e) HIGHWAY COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Highway Committee shall have the powers and duties set forth in s. 83.015(2)(b), Wis. Stats. [Cr. 04/16/02, Ord. 2002-03; Ord. No. 2008-04, 04/15/2008; Ord. No. 2018-01, 04/17/2018]

**(f) HUMAN RESOURCES COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Human Resources Committee shall provide policy guidance in the administration of the Safety Program and Personnel Ordinance. The Committee shall hear grievances in accordance with provisions of union contracts, the Jefferson County Civil Service Ordinance pursuant to s. 59.26(8)(b), Wis. Stats., as the Grievance Committee, or the Personnel Ordinance. The Committee shall recommend to the County Board the creation or removal of positions of the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. The Human Resources Committee shall also have the powers and duties set forth in the Jefferson County Personnel Policy [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

**(g) LAND AND WATER CONSERVATION COMMITTEE** - Seven members appointed by the County Board Chair consisting of not less than three County Board Supervisors, including at least two members of the University Extension Education Committee. The Chair of the FSA (Farm Service Agency) (or his/her designee) shall serve on the Land and Water Conservation Committee and shall have the powers and duties as set forth in Chapter 92, Wisconsin Statutes. This Committee shall also be responsible for acquiring conservation easements, reviewing applications to grant such easements and recommending action thereon to the County Board when appropriate. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

This Committee shall also manage, supervise and be responsible for County farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Am. 03/14/06, Ord. 2005-53; 03/11/08, Ord. 2007-41; Ord. 2016-01, 04/19/2016]

**(h) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall provide policy oversight on issues affecting the Jefferson County Sheriff's Office. This Committee shall handle grievances arising under the Sheriff's Office labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining

**JEFFERSON COUNTY  
2020 CLASSIFICATION LISTING**

<u>Proposed Title</u>	<u>DEPARTMENT</u>	<u>Grade</u>	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Exempt</u>
County Administrator	Administration	<b>26</b>	\$63.77	\$72.32	\$81.98	<b>Y (DH)</b>
Director of Human Services	Human Services	<b>21</b>	\$50.62	\$57.84	\$65.08	<b>Y (DH)</b>
Corporation Counsel	Corporation Counsel	<b>20</b>	\$48.71	\$55.67	\$62.64	<b>Y (DH)</b>
Highway Commissioner	Highway	<b>20</b>	\$48.71	\$55.67	\$62.64	<b>Y (DH)</b>
GHDP CEO/JCEDC Executive Director	EDC	<b>19</b>	\$46.83	\$53.53	\$60.21	<b>Y (DH)</b>
Court Commissioner/Family Court Services Manager	Clerk of Courts	<b>17</b>	\$43.06	\$49.21	\$55.35	<b>Y (AT)</b>
Finance Director	Finance	<b>17</b>	\$43.06	\$49.21	\$55.35	<b>Y (DH)</b>
Information Technology Director	MIS	<b>17</b>	\$43.06	\$49.21	\$55.35	<b>Y (DH)</b>
Deputy Director/Child and Family Division Manager	Human Services	<b>16</b>	\$41.17	\$47.05	\$52.93	<b>Y</b>
Circuit Court Commissioner	Clerk of Courts	<b>16</b>	\$41.17	\$47.05	\$52.93	<b>Y (AT)</b>
Director/Health Officer	Health	<b>16</b>	\$41.17	\$47.05	\$52.93	<b>Y (DH)</b>
Human Resources Director	Human Resources	<b>16</b>	\$41.17	\$47.05	\$52.93	<b>Y (DH)</b>
Parks Director	Parks Department	<b>16</b>	\$41.17	\$47.05	\$52.93	<b>Y (DH)</b>
Administrative Services Division Manager	Human Services	<b>15</b>	\$39.27	\$44.90	\$50.51	<b>Y</b>
Chief Deputy	Sheriff	<b>15</b>	\$39.27	\$44.90	\$50.51	<b>Y (DH)</b>
Planning & Zoning Director	Planning & Zoning	<b>15</b>	\$39.27	\$44.90	\$50.51	<b>Y (DH)</b>
Register in Probate/Circuit Court Commissioner	Clerk of Courts	<b>15</b>	\$39.27	\$44.90	\$50.51	<b>Y (AT)</b>
Child Support Director	Child Support	<b>14</b>	\$37.39	\$42.74	\$48.09	<b>Y (DH)</b>
Land & Water Conservation Dir.	LWCD	<b>14</b>	\$37.39	\$42.74	\$48.09	<b>Y (DH)</b>
Land Information Director	Land Information	<b>14</b>	\$37.39	\$42.74	\$48.09	<b>Y (DH)</b>
Aging and Disability Resources Div Mngr	Human Services	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Asst Corporation Counsel	Corporation Counsel	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y (AT)</b>
Captain-Administrative	Sheriff	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Captain-Jail	Sheriff	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Captain-Patrol	Sheriff	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Community Sup Prog Manager	Human Services	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Comprehensive Commun Serv Manager	Human Services	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Crisis Services Manager	Human Services	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Director of Maintenance	Central Services	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y (DH)</b>
Economic Support Division Mngr	Human Services	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Emergency Management Director	Sheriff	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y (DH)</b>
Fair Park Director	County Fair	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y (DH)</b>
Highway Operations Manager	Highway	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Intake Manager	Human Services	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Mental Health/AODA Manager	Human Services	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Public Health Program Manager	Health	<b>13</b>	\$35.51	\$40.59	\$45.63	<b>Y</b>
Managing Director/Business Development	EDC	<b>12</b>	\$33.62	\$38.42	\$43.22	<b>Y</b>
Sr. Network Specialist Supervisor	MIS	<b>12</b>	\$33.62	\$38.42	\$43.22	<b>Y</b>
Sr Systems Analyst Supervisor	MIS	<b>12</b>	\$33.62	\$38.42	\$43.22	<b>Y</b>
Highway Operations Superintendent	Highway	<b>11B</b>	\$32.67	\$37.04	\$42.00	<b>Y</b>
Accounting Manager	Highway	<b>11</b>	\$31.71	\$36.28	\$40.81	<b>Y</b>
ADRC Supervisor	Human Services	<b>11</b>	\$31.71	\$36.28	\$40.81	<b>Y</b>
Assistant Finance Director	Finance	<b>11</b>	\$31.71	\$36.28	\$40.81	<b>Y</b>
Birth-to-three/Preschool Supervisor	Human Services	<b>11</b>	\$31.71	\$36.28	\$40.81	<b>Y</b>
Child Protective Services Supr	Human Services	<b>11</b>	\$31.71	\$36.28	\$40.81	<b>Y</b>
CCS/YES! Supervisor	Human Services	<b>11</b>	\$31.71	\$36.28	\$40.81	<b>Y</b>
Compliance Officer	Human Services	<b>11</b>	\$31.71	\$36.28	\$40.81	<b>Y</b>
Highway Fleet Manager	Highway	<b>11</b>	\$31.71	\$36.28	\$40.81	<b>Y</b>
Maintenance Supervisor	Human Services	<b>11</b>	\$31.71	\$36.28	\$40.81	<b>Y</b>

Medical Examiner	Medical Examiner	11	\$31.71	\$36.28	\$40.81	Y (DH)
Mental Health Professional - CCS	Human Services	11	\$31.71	\$36.28	\$40.81	Y
Mental Health Professional - Family Treatment Coord (FTC)	Human Services	11	\$31.71	\$36.28	\$40.81	Y
Parks Supervisor	Parks Department	11	\$31.71	\$36.28	\$40.81	Y
Senior Systems Analyst	MIS	11	\$31.71	\$36.28	\$40.81	Y
Sergeant-Detective	Sheriff	11	\$31.71	\$36.28	\$40.81	N
Sergeant-Jail	Sheriff	11	\$31.71	\$36.28	\$40.81	N
Sergeant-Patrol	Sheriff	11	\$31.71	\$36.28	\$40.81	N
Sergeant - Support Services	Sheriff	11	\$31.71	\$36.28	\$40.81	N
Veterans Service Officer	VSO	11	\$31.71	\$36.28	\$40.81	Y (DH)
Youth and Family Services Supervisor	Human Services	11	\$31.71	\$36.28	\$40.81	Y
Advanced Accountant	Human Services	10	\$29.84	\$34.10	\$38.38	Y
Chief Deputy Court Clerk	Clerk of Courts	10	\$29.84	\$34.10	\$38.38	Y
Children's Long Term Support (CLTS) Supervisor	Human Services	10	\$29.84	\$34.10	\$38.38	Y
Communication Supervisor	Sheriff	10	\$29.84	\$34.10	\$38.38	N
Economic Support Supervisor	Human Services	10	\$29.84	\$34.10	\$38.38	Y
Fair Park Supervisor	County Fair	10	\$29.84	\$34.10	\$38.38	Y
Jail Nurse Supervisor	Health	10	\$29.84	\$34.10	\$38.38	Y
Management Analyst	Administration	10	\$29.84	\$34.10	\$38.38	Y
Network Specialist	MIS	10	\$29.84	\$34.10	\$38.38	N
WIC Project Director Supervisor	Health	10	\$29.84	\$34.10	\$38.38	Y
Community Support Professional III	Human Services	9B	\$28.90	\$32.77	\$37.15	N
Benefits Administrator	Human Resources	9	\$27.97	\$31.94	\$35.92	Y
Community Support Prof II	Human Services	9	\$27.97	\$31.94	\$35.92	N
Comprhnsve Comm Srv Facilitatr	Human Services	9	\$27.97	\$31.94	\$35.92	N
Intake After Hours Worker	Human Services	9	\$27.97	\$31.94	\$35.92	N
Jail Case Mngr/Psychotherapist	Human Services	9	\$27.97	\$31.94	\$35.92	N
Jail Food Service Supervisor	Sheriff	9	\$27.97	\$31.94	\$35.92	Y
Office Manager	DA Office	9	\$27.97	\$31.94	\$35.92	Y
Psychotherapist	Human Services	9	\$27.97	\$31.94	\$35.92	N
Public Health Nurse	Health	9	\$27.97	\$31.94	\$35.92	Y
Surveyor	Land Information	9	\$27.97	\$31.94	\$35.92	Y
Systems Analyst	MIS	9	\$27.97	\$31.94	\$35.92	N
WIC Registered Dietician/Registered Nurse	Health	9	\$27.97	\$31.94	\$35.92	N
Zoning/On-Site Waste Mng Tech	Planning & Zoning	9	\$27.97	\$31.94	\$35.92	N
Aging & Disability Resource Specialist II	Human Services	8	\$26.06	\$29.79	\$33.52	N
Bridge Crew Foreman	Highway	8	\$26.06	\$29.79	\$33.52	N
Building and Maintenance Foreman	Central Services	8	\$26.06	\$29.79	\$33.52	N
Child Custody Evaluator	Clerk of Courts	8	\$26.06	\$29.79	\$33.52	Y
Child Prot Serv Ongoing Prof I	Human Services	8	\$26.06	\$29.79	\$33.52	N
Children's Long Term Support Case Manager II	Human Services	8	\$26.06	\$29.79	\$33.52	N
Criminal Justice Collaborating Council and Treatment Courts Coordinatr	Administration	8	\$26.06	\$29.79	\$33.52	N
Economic Support Lead	Human Services	8	\$26.06	\$29.79	\$33.52	N
Equipment Mechanic	Highway	8	\$26.06	\$29.79	\$33.52	N
Family Advocate	Human Services	8	\$26.06	\$29.79	\$33.52	N
Family Court Mediator	Clerk of Courts	8	\$26.06	\$29.79	\$33.52	N
GIS & Land Use Technician	LWCD	8	\$26.06	\$29.79	\$33.52	N
GIS/Engineering Technician	Highway	8	\$26.06	\$29.79	\$33.52	N
Grade Crew Foreman	Highway	8	\$26.06	\$29.79	\$33.52	N
Group Home Supervisor	Human Services	8	\$26.06	\$29.79	\$33.52	Y
Highway Foreman	Highway	8	\$26.06	\$29.79	\$33.52	N
Human Resources Specialist	Human Resources	8	\$26.06	\$29.79	\$33.52	N
Intake Worker	Human Services	8	\$26.06	\$29.79	\$33.52	N
Lead Child Support Specialist	Child Support	8	\$26.06	\$29.79	\$33.52	N
Lead Deputy Clerk	Clerk of Courts	8	\$26.06	\$29.79	\$33.52	N
Marketing Manager	EDC	8	\$26.06	\$29.79	\$33.52	Y
Marketing Specialist	Fair	8	\$26.06	\$29.79	\$33.52	N
Nutrition Program Supervisor	Human Services	8	\$26.06	\$29.79	\$33.52	N
Onsite Waste Systems Tech	Planning & Zoning	8	\$26.06	\$29.79	\$33.52	N
Paralegal III	DA Office	8	\$26.06	\$29.79	\$33.52	N
Programmer Analyst	MIS	8	\$26.06	\$29.79	\$33.52	N

Resource Conservationist	LWCD	8	\$26.06	\$29.79	\$33.52	N
Safety Coordinator	Human Resources	8	\$26.06	\$29.79	\$33.52	Y
Sign Foreman	Highway	8	\$26.06	\$29.79	\$33.52	N
Water Resource Management Spec	LWCD	8	\$26.06	\$29.79	\$33.52	N
Welder Fabricator	Highway	8	\$26.06	\$29.79	\$33.52	N
Accountant II	Health	7	\$24.18	\$27.63	\$31.11	N
Accountant II	Human Services	7	\$24.18	\$27.63	\$31.11	N
Adult Protective Svcs Case Mg	Human Services	7	\$24.18	\$27.63	\$31.11	N
Alternate Care Coordinator	Human Services	7	\$24.18	\$27.63	\$31.11	N
Community Support Prof I	Human Services	7	\$24.18	\$27.63	\$31.11	N
Dementia Care Specialist	Human Services	7	\$24.18	\$27.63	\$31.11	N
Foster Care Coordinator	Human Services	7	\$24.18	\$27.63	\$31.11	N
IT Specialist	Human Services	7	\$24.18	\$27.63	\$31.11	N
Micro Computer Specialist	MIS	7	\$24.18	\$27.63	\$31.11	N
Office Supervisor	Human Services	7	\$24.18	\$27.63	\$31.11	N
Paralegal II	Corporation Counsel	7	\$24.18	\$27.63	\$31.11	N
Registered Nurse - Associate	Health	7	\$24.18	\$27.63	\$31.11	N
Victim Witness Coordinator	DA Office	7	\$24.18	\$27.63	\$31.11	N
Youth Justice Worker	Human Services	7	\$24.18	\$27.63	\$31.11	N
Accountant I	Human Services	6	\$22.30	\$25.48	\$28.66	N
Administrative Secretary	Administration	6	\$22.30	\$25.48	\$28.66	N
Aging & Disability Resource Specialist I	Human Services	6	\$22.30	\$25.48	\$28.66	N
Benefits Specialist	Human Services	6	\$22.30	\$25.48	\$28.66	N
Chief Deputy County Clerk	County Clerk	6	\$22.30	\$25.48	\$28.66	N
Children's Long Term Support Case Manager I	Human Services	6	\$22.30	\$25.48	\$28.66	N
Community Rsrc Coord-Wraparound	Human Services	6	\$22.30	\$25.48	\$28.66	N
Early Intervention Teacher	Human Services	6	\$22.30	\$25.48	\$28.66	N
Enforcement Specialist II	Child Support	6	\$22.30	\$25.48	\$28.66	N
Financial Intake Worker	Human Services	6	\$22.30	\$25.48	\$28.66	N
Financial Systems Specialist	Finance	6	\$22.30	\$25.48	\$28.66	N
Human Services Professional I/IDP Assessor/Counselor	Human Services	6	\$22.30	\$25.48	\$28.66	N
Human Services Professional I/TCM Case Manager	Human Services	6	\$22.30	\$25.48	\$28.66	N
Maintenance Worker III	Highway	6	\$22.30	\$25.48	\$28.66	N
Public Health Tech (office and jail)	Health	6	\$22.30	\$25.48	\$28.66	N
Accounting Specialist II	Finance	5	\$20.39	\$23.31	\$26.23	N
Accounting Specialist II	Highway	5	\$20.39	\$23.31	\$26.23	N
Accounting Specialist II	Human Services	5	\$20.39	\$23.31	\$26.23	N
Accounting Specialist II	Sheriff	5	\$20.39	\$23.31	\$26.23	N
Administrative Specialist II/Dep Treasurer	Land Information	5	\$20.39	\$23.31	\$26.23	N
Building Maintenance Worker II	Central Services	5	\$20.39	\$23.31	\$26.23	N
Building Maintenance Worker II	Human Services	5	\$20.39	\$23.31	\$26.23	N
Cartographer	Land Information	5	\$20.39	\$23.31	\$26.23	N
Chief Deputy Register of Deeds	Register of Deeds	5	\$20.39	\$23.31	\$26.23	N
Clinic LPN	Health	5	\$20.39	\$23.31	\$26.23	N
Commissioner Assistant	Clerk of Courts	5	\$20.39	\$23.31	\$26.23	N
Communications Operator II	Sheriff	5	\$20.39	\$23.31	\$26.23	N
Deputy Court Clerk III	Clerk of Courts	5	\$20.39	\$23.31	\$26.23	N
Deputy Reg Prob/Juvenile Clerk III	Clerk of Courts	5	\$20.39	\$23.31	\$26.23	N
Deputy Veteran Service Officer	VSO	5	\$20.39	\$23.31	\$26.23	N
Early Intervention Serv Coord-Interpreter	Human Services	5	\$20.39	\$23.31	\$26.23	N
Economic Support Specialist II	Human Services	5	\$20.39	\$23.31	\$26.23	N
Enforcement Specialist I	Child Support	5	\$20.39	\$23.31	\$26.23	N
Family Development Worker	Human Services	5	\$20.39	\$23.31	\$26.23	N
Financial Assistance Worker-CSP	Human Services	5	\$20.39	\$23.31	\$26.23	N
Financial Support Specialist	Child Support	5	\$20.39	\$23.31	\$26.23	N
First Offender Program Dir	DA Office	5	\$20.39	\$23.31	\$26.23	N
Judicial Assistant	Clerk of Courts	5	\$20.39	\$23.31	\$26.23	N
Legal Secretary/Justice Computer Specialist	DA Office	5	\$20.39	\$23.31	\$26.23	N
Mechanic	Sheriff	5	\$20.39	\$23.31	\$26.23	N
Medical Office Ass't	Human Services	5	\$20.39	\$23.31	\$26.23	N
Parent Coach	Human Services	5	\$20.39	\$23.31	\$26.23	N
Parks Construction/Maint Lead	Parks Department	5	\$20.39	\$23.31	\$26.23	N
Solid Waste/Clean Sweep Specialist	Planning & Zoning	5	\$20.39	\$23.31	\$26.23	N

WIC Dietetic Technician	Health	5	\$20.39	\$23.31	\$26.23	N
Accounting Specialist I	Finance	4	\$18.52	\$21.16	\$23.81	N
Accounting Specialist I	Highway	4	\$18.52	\$21.16	\$23.81	N
Administrative Specialist I	LWCD	4	\$18.52	\$21.16	\$23.81	N
Administrative Specialist I	Planning & Zoning	4	\$18.52	\$21.16	\$23.81	N
Administrative Specialist I	Sheriff	4	\$18.52	\$21.16	\$23.81	N
Administrative Specialist I	UW Extension	4	\$18.52	\$21.16	\$23.81	N
Building Maintenance Worker I	Central Services	4	\$18.52	\$21.16	\$23.81	N
Building Maintenance Worker I	Human Services	4	\$18.52	\$21.16	\$23.81	N
Communications Operator I	Sheriff	4	\$18.52	\$21.16	\$23.81	N
Community Outreach Worker	Human Services	4	\$18.52	\$21.16	\$23.81	N
Deputy Register of Deeds II	Register of Deeds	4	\$18.52	\$21.16	\$23.81	N
Early Intervention Serv Coord	Human Services	4	\$18.52	\$21.16	\$23.81	N
Economic Support Specialist I	Human Services	4	\$18.52	\$21.16	\$23.81	N
Equipment Parts Person	Highway	4	\$18.52	\$21.16	\$23.81	N
Group Home Worker	Human Services	4	\$18.52	\$21.16	\$23.81	N
Hardware Technician	MIS	4	\$18.52	\$21.16	\$23.81	N
Human Resources Coordinator	Human Resources	4	\$18.52	\$21.16	\$23.81	N
Legal Secretary	DA Office	4	\$18.52	\$21.16	\$23.81	N
Maintenance Worker II	Fair	4	\$18.52	\$21.16	\$23.81	N
Mental Health Technician/Program Assistant	Human Services	4	\$18.52	\$21.16	\$23.81	N
Parks Building and Grounds Worker II	Parks	4	\$18.52	\$21.16	\$23.81	N
Program Assistant	EDC	4	\$18.52	\$21.16	\$23.81	N
Program Assistant	Emerg Mngmnt/Sheriff	4	\$18.52	\$21.16	\$23.81	N
Program Assistant	Parks	4	\$18.52	\$21.16	\$23.81	N
Program Assistant	Planning & Zoning	4	\$18.52	\$21.16	\$23.81	N
Program Assistant/Deputy Elections Clerk	County Clerk	4	\$18.52	\$21.16	\$23.81	N
Protective Payee	Human Services	4	\$18.52	\$21.16	\$23.81	N
Psychosocial Rehabilitation Worker	Human Services	4	\$18.52	\$21.16	\$23.81	N
Real Property Lister	Land Information	4	\$18.52	\$21.16	\$23.81	N
Volunteer Coordinator	Parks	4	\$18.52	\$21.16	\$23.81	N
Youth Coordinator	Human Services	4	\$18.52	\$21.16	\$23.81	N
Deputy Court Clerk II	Clerk of Courts	3B	\$17.46	\$19.80	\$22.44	N
Deputy Reg Prob/Juvenile Clerk II	Clerk of Courts	3B	\$17.46	\$19.80	\$22.44	N
Accounting Assistant II	Human Services	3	\$16.40	\$18.72	\$21.07	N
Accounting Assistant II	Sheriff	3	\$16.40	\$18.72	\$21.07	N
Administrative Assistant II	District Attorney's Office	3	\$16.40	\$18.72	\$21.07	N
Administrative Assistant II	County Fair	3	\$16.40	\$18.72	\$21.07	N
Administrative Assistant II	Child Support	3	\$16.40	\$18.72	\$21.07	N
Administrative Assistant II	UW Extension	3	\$16.40	\$18.72	\$21.07	N
Administrative Assistant II	Health	3	\$16.40	\$18.72	\$21.07	N
Administrative Assistant II	Human Services	3	\$16.40	\$18.72	\$21.07	N
Administrative Assistant II	Parks Department	3	\$16.40	\$18.72	\$21.07	N
Administrative Assistant II	Sheriff	3	\$16.40	\$18.72	\$21.07	N
Assistant Deputy Treasurer	Treasurer	3	\$16.40	\$18.72	\$21.07	N
Deputy Register of Deeds I	Register of Deeds	3	\$16.40	\$18.72	\$21.07	N
Home Delivered Meal Assessor	Human Services	3	\$16.40	\$18.72	\$21.07	N
Lead Custodian	Human Services	3	\$16.40	\$18.72	\$21.07	N
Transportation Coord/Van Drvr	Human Services	3	\$16.40	\$18.72	\$21.07	N
Building and Grounds Worker I	Fair Park	2B	\$15.44	\$17.52	\$19.86	N
Building and Grounds Worker I	Parks	2B	\$15.44	\$17.52	\$19.86	N
Deputy Court Clerk I	Clerk of Courts	2B	\$15.44	\$17.52	\$19.86	N
Deputy Reg Prog/Juvenile Clerk I	Clerk of Courts	2B	\$15.44	\$17.52	\$19.86	N
Accounting Assistant I	Sheriff	2	\$14.49	\$16.57	\$18.63	N
Administrative Assistant I	Human Services	2	\$14.49	\$16.57	\$18.63	N
Administrative Assistant I	Register of Deeds	2	\$14.49	\$16.57	\$18.63	N
Central Duplicating Clerk	MIS	2	\$14.49	\$16.57	\$18.63	N
Cook	Sheriff	2	\$14.49	\$16.57	\$18.63	N
Fair Week Finance Lead	Fair	2	\$14.49	\$16.57	\$18.63	N



Central Service Worker	Central Services	1	\$12.84	\$14.66	\$16.51	N
Custodian	Central Services	1	\$12.84	\$14.66	\$16.51	N
Custodian	Human Services	1	\$12.84	\$14.66	\$16.51	N
Custodian	Sheriff	1	\$12.84	\$14.66	\$16.51	N
Dog Park Attendant	Parks	1	\$12.84	\$14.66	\$16.51	N
Nutrition Site Manager	Human Services	1	\$12.84	\$14.66	\$16.51	N
Van Driver	Human Services	1	\$12.84	\$14.66	\$16.51	N

**Y (DH) = Department Head. Receives Random hours**

**Y (AT) = Attorney. Receives Random hours**

**Y = Other Exempt. Receives 1:1 Comp**

**N - Non-Exempt.**

**JEFFERSON COUNTY**

**January 5, 2020 Pay Structure**

Grade	Minimum		Control Point								Maximum
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
26A	\$ 63.7750	\$ 65.3980	\$ 67.0626	\$ 68.7688	\$ 70.5271	\$ 72.3165	\$ 74.1579	\$ 76.0411	\$ 77.9762	\$ 79.9529	\$ 81.9816
22	\$ 52.4973	\$ 53.9955	\$ 55.4936	\$ 56.9814	\$ 58.4899	\$ 59.9985	\$ 61.5070	\$ 62.9948	\$ 64.4929	\$ 65.9910	\$ 67.4892
21	\$ 50.6246	\$ 52.0604	\$ 53.5065	\$ 54.9526	\$ 56.3988	\$ 57.8449	\$ 59.2806	\$ 60.7371	\$ 62.1833	\$ 63.6293	\$ 65.0755
20	\$ 48.7104	\$ 50.1045	\$ 51.4882	\$ 52.8823	\$ 54.2764	\$ 55.6705	\$ 57.0542	\$ 58.4587	\$ 59.8528	\$ 61.2365	\$ 62.6410
19	\$ 46.8273	\$ 48.1694	\$ 49.5115	\$ 50.8432	\$ 52.1852	\$ 53.5273	\$ 54.8590	\$ 56.2011	\$ 57.5327	\$ 58.8749	\$ 60.2066
18	\$ 44.9547	\$ 46.2343	\$ 47.5140	\$ 48.7936	\$ 50.0733	\$ 51.3634	\$ 52.6430	\$ 53.9330	\$ 55.2231	\$ 56.5028	\$ 57.7929
17	\$ 43.0612	\$ 44.2784	\$ 45.5060	\$ 46.7336	\$ 47.9821	\$ 49.2097	\$ 50.4270	\$ 51.6547	\$ 52.8823	\$ 54.1203	\$ 55.3480
16	\$ 41.1677	\$ 42.3433	\$ 43.5189	\$ 44.6945	\$ 45.8702	\$ 47.0458	\$ 48.2214	\$ 49.3970	\$ 50.5727	\$ 51.7483	\$ 52.9343
15	\$ 39.2742	\$ 40.3978	\$ 41.5318	\$ 42.6554	\$ 43.7790	\$ 44.9026	\$ 46.0158	\$ 47.1290	\$ 48.2526	\$ 49.3867	\$ 50.5103
14	\$ 37.3911	\$ 38.4627	\$ 39.5343	\$ 40.6162	\$ 41.6774	\$ 42.7386	\$ 43.8102	\$ 44.8818	\$ 45.9534	\$ 47.0146	\$ 48.0861
13	\$ 35.5080	\$ 36.5276	\$ 37.5264	\$ 38.5459	\$ 39.5655	\$ 40.5851	\$ 41.5838	\$ 42.6034	\$ 43.6230	\$ 44.6217	\$ 45.6308
12	\$ 33.6249	\$ 34.5717	\$ 35.5392	\$ 36.5068	\$ 37.4640	\$ 38.4211	\$ 39.3782	\$ 40.3354	\$ 41.2925	\$ 42.2600	\$ 43.2172
11B	\$ 32.6678	\$ 33.5001	\$ 34.3532	\$ 35.2271	\$ 36.1218	\$ 37.0374	\$ 37.9841	\$ 38.9516	\$ 39.9400	\$ 40.9596	\$ 42.0000
11	\$ 31.7106	\$ 32.6366	\$ 33.5521	\$ 34.4469	\$ 35.3728	\$ 36.2779	\$ 37.1622	\$ 38.0777	\$ 38.9829	\$ 39.8880	\$ 40.8140
10	\$ 29.8380	\$ 30.7119	\$ 31.5442	\$ 32.4077	\$ 33.2712	\$ 34.1035	\$ 34.9566	\$ 35.8097	\$ 36.6733	\$ 37.5264	\$ 38.3795
9B	\$ 28.9016	\$ 29.6403	\$ 30.3894	\$ 31.1696	\$ 31.9603	\$ 32.7718	\$ 33.6041	\$ 34.4572	\$ 35.3416	\$ 36.2363	\$ 37.1518
9	\$ 27.9653	\$ 28.7352	\$ 29.5467	\$ 30.3373	\$ 31.1593	\$ 31.9395	\$ 32.7302	\$ 33.5521	\$ 34.3428	\$ 35.1439	\$ 35.9242
8	\$ 26.0614	\$ 26.8209	\$ 27.5596	\$ 28.2982	\$ 29.0577	\$ 29.7860	\$ 30.5246	\$ 31.2841	\$ 32.0227	\$ 32.7615	\$ 33.5209
7	\$ 24.1783	\$ 24.8754	\$ 25.5724	\$ 26.2487	\$ 26.9562	\$ 27.6324	\$ 28.3295	\$ 29.0265	\$ 29.7131	\$ 30.3998	\$ 31.1072
6	\$ 22.2953	\$ 22.9299	\$ 23.5749	\$ 24.1991	\$ 24.8442	\$ 25.4788	\$ 26.1239	\$ 26.7584	\$ 27.3827	\$ 28.0382	\$ 28.6624
5	\$ 20.3914	\$ 20.9844	\$ 21.5670	\$ 22.1600	\$ 22.7322	\$ 23.3149	\$ 23.9078	\$ 24.4801	\$ 25.0730	\$ 25.6453	\$ 26.2279
4	\$ 18.5187	\$ 19.0597	\$ 19.5799	\$ 20.1000	\$ 20.6410	\$ 21.1612	\$ 21.6919	\$ 22.2224	\$ 22.7531	\$ 23.2732	\$ 23.8142
3B	\$ 17.4575	\$ 17.9049	\$ 18.3627	\$ 18.8308	\$ 19.3094	\$ 19.7984	\$ 20.2978	\$ 20.8180	\$ 21.3485	\$ 21.8895	\$ 22.4409
3	\$ 16.3963	\$ 16.8541	\$ 17.3118	\$ 17.8009	\$ 18.2586	\$ 18.7164	\$ 19.2053	\$ 19.6631	\$ 20.1313	\$ 20.5994	\$ 21.0676
2B	\$ 15.4392	\$ 15.8345	\$ 16.2403	\$ 16.6565	\$ 17.0830	\$ 17.5199	\$ 17.9673	\$ 18.4251	\$ 18.8932	\$ 19.3718	\$ 19.8608
2	\$ 14.4925	\$ 14.9190	\$ 15.3351	\$ 15.7409	\$ 16.1466	\$ 16.5732	\$ 16.9894	\$ 17.3951	\$ 17.8217	\$ 18.2274	\$ 18.6332
1	\$ 12.8382	\$ 13.1920	\$ 13.5769	\$ 13.9410	\$ 14.2948	\$ 14.6589	\$ 15.0438	\$ 15.3976	\$ 15.7617	\$ 16.1258	\$ 16.5108
	1	2	3	4	5	6	7	8	9	10	11

**APPENDIX A - WAGES  
JEFFERSON COUNTY SHERIFF'S DEPARTMENT  
JOB CLASSIFICATION LIST - GRADE ORDER**

<b><u>DEPUTIES</u></b>	<b><u>GRADE</u></b>						
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	
		<b><u>Start</u></b>	<b><u>6 Months</u></b>	<b><u>1 1/2 yrs</u></b>	<b><u>2 1/2 yrs</u></b>	<b><u>3 1/2 yrs</u></b>	
Effective 1/5/2020	27	\$ 27.40	\$ 28.24	\$ 29.24	\$ 30.12	\$ 31.21	2.33%
Effective 1/3/2021	27	\$ 28.04	\$ 28.90	\$ 29.92	\$ 30.82	\$ 31.94	2.33%
Effective 1/2/2022	27	\$ 28.70	\$ 29.58	\$ 30.62	\$ 31.54	\$ 32.69	2.34%

<b><u>DEPUTY - Part-time</u></b>	<b><u>GRADE</u></b>						
		<b>E</b>					
		<b><u>Start</u></b>					
Effective 1/5/2020	29	\$ 19.68					2.33%
Effective 1/3/2021	29	\$ 20.14					2.33%
Effective 1/2/2022	29	\$ 20.61					2.34%

<b><u>DETECTIVES</u></b>	<b><u>GRADE</u></b>						
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	
		<b><u>Start</u></b>	<b><u>6 Months</u></b>	<b><u>1 1/2 yrs</u></b>	<b><u>2 1/2 yrs</u></b>	<b><u>3 1/2 yrs</u></b>	
Effective 1/5/2020	28	\$ 32.89	\$ 33.45	\$ 33.58	\$ 33.72	\$ 33.85	2.33%
Effective 1/3/2021	28	\$ 33.66	\$ 34.23	\$ 34.36	\$ 34.51	\$ 34.64	2.33%
Effective 1/2/2022	28	\$ 34.45	\$ 35.03	\$ 35.16	\$ 35.32	\$ 35.45	2.34%



## JEFFERSON COUNTY HUMAN RESOURCES

311 S. Center Avenue, Room 111  
Jefferson, WI 53549  
Telephone (920) 674-7102

TERRI M. PALM-KOSTROSKI  
Human Resources Director

KAREN MUNDT  
Benefits Administrator

CASEY RADTKE  
Human Resources Coordinator

**To:** Jefferson County Employees  
**From:** Human Resources  
**Date:** September 18, 2019  
**RE:** 2020 Compensation and Benefits

As 2020 approaches, please take a few minutes to review the following information regarding pay adjustments and benefit updates. Please understand that this information is provided with the assumption that the County Board will adopt the 2020 budget as recommended by the County Administrator. Should any changes be made by the Board in November, employees will be promptly notified.

### **Mark your calendar:**

- ✓ Open Enrollment is Monday, October 14 through Friday, November 1, 2019.
- ✓ The Benefits Fair and Flu Shot Clinic, administered by the Health Department, is Wednesday, October 23<sup>rd</sup> from 10:00 am to 5:00 pm at the Highway Department.

### **ACROSS-THE-BOARD INCREASES**

The County Administrator is recommending a 1.5% across-the-board increase, effective January 5, 2020 for all non-represented employees. Employees who have not reached the top step are also eligible for step increases, which average 2.5%, contingent on satisfactory performance and the required hours. This is a total of 4.00% wage adjustment for 2020!

### **COMPENSATORY TIME**

Just a quick reminder that for all hourly, non-exempt employees, any compensatory time not used by November 30<sup>th</sup> will be paid on the next regular pay check in December. Unless an extension is granted, exempt employees (accruing comp time hour-for-hour) forfeit any unused hours as of November 30<sup>th</sup> per Personnel Ordinance HR0360. Requests for carryovers should be approved by department heads and submitted to Human Resources by November 15<sup>th</sup>. Carryovers will be reviewed carefully by the County Administrator and only granted in the most extreme cases.

### **DEFERRED COMPENSATION**

Deferred Compensation is a *voluntary* supplemental retirement savings program regulated by Section 457 of the Internal Revenue Code. Deferred Compensation provides eligible employees with the opportunity to invest a portion of their annual earnings on a before- or after-tax basis to supplement retirement income. Federal tax law sets forth certain limitation and restrictions that must be followed, including the amount of

employee compensation that can be deferred as well as when and how account balances can be distributed. The County currently offers the choice of two Deferred Compensation plans: Nationwide and Wisconsin Deferred Compensation (WDC). However, the County is reviewing the administrative costs and rates of return for both Nationwide and WDC, as well as other plans in the market, to ensure employees are receiving the best price for their investment.

### **DENTAL INSURANCE**

The County remains self-funded for dental insurance, and proposed in the County Administrator's budget is a monthly dental cost per employee of \$43.00 for single and \$92.00 for family plans. The Administrator's budget recommends that the County continue to fund the dental plan 100% for eligible employees in 2020.

### **FLEXIBLE SPENDING ACCOUNT (FSA) – Limited, Medical and/or Dependent Care**

Employee Benefit Corporation (EBC) remains our third-party administrator.

- Only **PAPER** enrollments will be accepted for 2020.
- These benefits have to be **ELECTED/RE-ENROLLED** in each year.
- If you enroll in the high deductible health plan you cannot enroll in the Medical FSA, but may still participate in the Dependent Care Reimbursement and Limited Flexible Spending. Remember, the Limited FSA only covers reimbursements for Vision and Dental expenses, whereas the Medical FSA also includes Medical expense reimbursements.

The maximum amount an employee can contribute for the Medical and/or Limited Flexible Spending Accounts will be \$2,650 in 2020. The maximum Dependent Care Reimbursement amount remains at \$5,000.

Employees have until February 28<sup>th</sup> to submit claims for the prior year, and up to \$500 money set aside pre-taxed in the Limited FSA that is not claimed will automatically be rolled over to be used the next year. Any amount over the \$500 will be forfeited.

### **HEALTH INSURANCE**

Dean Health Plan remains our insurance carrier for 2020. The Dodge-Jefferson Consortium experienced a 7.5% increase in rates for 2020. There are NO plan design changes for this year, which means the County will again offer a low deductible plan, a high deductible plan, and for individuals that live outside of the core Dean service area, a low deductible PPO plan or a high deductible PPO plan. See the attached plan designs for more information.

Beginning with the January 2020 coverage, employees and Jefferson County will share the monthly premiums. Please note these pre-tax deductions will be taken a month prior to coverage, starting in December 2019. **Jefferson County will contribute 96%** of the monthly premium for the high deductible HMO plan and **employees will be responsible to contribute 4%** of the monthly premium for the high deductible HMO plan. This equates to employees paying \$21.44 per month for a single high deductible plan or \$53.58 per month for a family high deductible plan. Contributions to all other plans are based on 96%/4% contribution share plus the County contribution to the health savings account. See the attached 2020 Health Insurance Rates document for more information on rates.

Employees that enroll in the high deductible plan and are eligible to establish a health savings account (HSA) will again receive a County contribution into their health savings account for 2020. See the Health Savings Account section for more information.

Employees will NOT need to complete a new enrollment application for 2020 unless they are changing their health plan election.

One feature our health plan with Dean Health offers is virtual visits. Typically this involves answering a series of questions on-line and receiving a diagnosis/treatment plan within one hour. If the virtual visit cannot reply with a diagnosis/treatment plan, you will NOT owe the \$25 visit. For more information, please visit: <https://www.ssmhealth.com/access/virtual-visits>.

### **Health Savings Account (HSA)**

Employee Benefit Corporation (EBC) remains our third-party administrator.

Employees that enroll in the high deductible health plan and are eligible to establish a health savings account (HSA) will again receive a County contribution into their health savings account for 2020. Employees enrolled in a single plan will receive a contribution of \$1,000. Employees enrolled in a family plan will receive a contribution of \$2,000. This contribution will be deposited into your account on January 2, 2020. HOWEVER, beginning in 2021, assuming the County continues to make a contribution into HSA accounts, the contribution will be made on a quarterly basis. Therefore, employees are encouraged to make individual pre-tax payroll contributions to their HSA to ensure they have a beginning balance for future years.

The IRS maximum contribution limits for a single HSA is \$3,550 per calendar year less the County contribution and for a family HSA is \$7,100 per calendar year less the County contribution.

This is a savings account for your health related expenses. 100% of the funds remaining in the account on December 31, 2019 automatically carry forward into 2020. This plan does NOT operate on a use it or lose it basis.

If you have a payroll deduction in effect on December 31, 2019, the payroll deduction will carry forward into 2020. This benefit does **NOT** need to be re-elected each calendar year. If you want to change the amount of your payroll deduction for 2020 you may do so during open enrollment.

### **LIFE INSURANCE**

Claims experience for local government employees insured under the Wisconsin Public Employers Group Life Insurance program has remained constant and therefore, rates were not increased. Below are the current rates, effective July 1, 2019 through June 30, 2020. The Group Insurance Board at the Department of Employee Trust Funds does not meet until October to establish next year's rates, which will be effective July 1, 2020. Once these rates are established, they will be made available on the employee website and via email.

<b><u>Age</u></b>	<b><u>July, 1 2019</u></b>
	Rate per \$1,000
Under 30	\$.05
30 - 34	\$.06
35 - 39	\$.07
40 - 44	\$.08
45 - 49	\$.12
50 - 54	\$.22
55 - 59	\$.39
60 - 64	\$.49
65 - 69	\$.57

Each Unit of Spouse and Dependent Insurance is \$1.75 per month. Employees may purchase up to two units.

If you did not enroll in Life Insurance when it was first offered or you wish to increase the amount of coverage you may still be eligible to participate. However, late entrants will be subject to medical history questions and acceptance or rejection of coverage is determined by the insurance carrier.

### **LONG TERM DISABILITY**

Benefits under the County's voluntary LTD policy will not exceed 60% of insured wages; however, if an employee is entitled to other income benefits such as Workers' Compensation, state retirement and/or Social Security, the maximum monthly LTD benefit will be increased to 70% (less these other income benefits). There is a 90-day elimination period, which means ninety (90) consecutive days of total disability must elapse before you may begin to receive a monthly LTD benefit. You may receive LTD benefits for up to three (3) years if you are unable to perform your regular occupation. If, after three (3) years of paid benefits, you still cannot perform each of the substantial and material duties of any gainful occupation for which you are reasonably fitted by training, education, or experience and you are under regular care and attendance of a physician, benefits will continue up to the maximum benefit period.

The current cost of the plan is \$.50 of your annual gross income. For example, an employee who earned \$40,000 last year would pay \$200 annually (.005 x \$40,000) or \$16.67 per month. If you did not enroll in LTD when it was first offered, or when you were hired, you may still be eligible to participate. However, late entrants will be subject to medical history questions and acceptance or rejection of coverage is determined by the insurance carrier.

### **VACATION**

Remember to schedule all of your vacation early! Employees wishing to carry over additional hours of vacation must demonstrate that they were not provided a reasonable opportunity to use the vacation during the calendar year. An employee who feels they were not afforded this opportunity should make the request to your department head prior to December 15<sup>th</sup>. The requests will be forwarded on to the Human Resources Director and the County Administrator no later than December 15<sup>th</sup>. **Please remember, the personnel ordinance was changed in 2013 to eliminate carryovers greater than 40 hours, except as specified in Section HR0690. Any hours less than 40 will only be considered in very rare and unusual circumstances. If you were afforded the opportunity to use your vacation, but didn't, vacation may be forfeited. The exception is employees who have 8 hours or less in their vacation bank on December 31<sup>st</sup> shall be able to carry over this time, with department head approval, to be used by January 20<sup>th</sup> or be forfeited.**

**WISCONSIN RETIREMENT SYSTEM**

At the end of June the Department of Employee Trust Fund announced a slight increase to the 2020 WRS rates. These new contributions will be effective the first pay check in 2020 and are outlined below as currently governed by the Personnel Ordinance and/or union contract, as applicable:

<b>Employee Category</b>	<b>Employee Contribution for 2020</b>	<b>Employer Contribution for 2020</b>
General	6.75%	6.75%
Elected Official/ Executive/Judge	6.75%	6.75%
Protective with Social Security	6.75%	11.82%

**ADDITIONAL VOLUNTARY BENEFITS**

Just a reminder, the County offers the following additional benefits. If you would like more information about any of these, please contact Human Resources:

- Sick pay (for employees half-time and more)
- Holiday pay (for employees half-time and more)
- Universal Life Insurance
- Vision insurance (through the LAW union)
- Life Matters/Employee Assistance Program



PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

January 2021 – December 2021

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

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FROM 2020 01 TO 2020 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
12301 Human Resources							
12301 411100 General Property Taxes	-405,031	0	-405,031	-135,010.32		-270,020.68	33.3%
12301 451002 Private Party Photocopy	-20	0	-20	.00		-20.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-2.84		-37.16	7.1%
12301 451200 Records & Reports	-100	0	-100	.00		-100.00	.0%
12301 484005 Insurance Training Reimburse	-3,000	0	-3,000	.00		-3,000.00	.0%
12301 486010 Rebates	-6,905	0	-6,905	.00		-6,905.00	.0%
12301 511110 Salary-Permanent Regular	182,370	0	182,370	48,203.78		134,166.36	26.4%
12301 511110 22101 Salary-Permanent Regula	0	0	0	11,330.59		-11,330.59	.0%
12301 511210 Wages-Regular	56,255	0	56,255	18,051.39		38,203.16	32.1%
12301 511210 22101 Wages-Regular	0	0	0	781.63		-781.63	.0%
12301 511220 Wages-Overtime	0	0	0	.00		.00	.0%
12301 511240 Wages-Temporary	0	0	0	218.22		-218.22	.0%
12301 511310 Wages-Sick Leave	0	0	0	.00		.00	.0%
12301 511320 Wages-Vacation Pay	0	0	0	.00		.00	.0%
12301 511330 Wages-Longevity Pay	294	0	294	.00		293.75	.0%
12301 511340 Wages-Holiday Pay	0	0	0	.00		.00	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	.00		.00	.0%
12301 511380 Wages-Bereavement	0	0	0	.00		.00	.0%
12301 512141 Social Security	17,459	0	17,459	4,792.56		12,666.26	27.5%
12301 512141 22101 Social Security	0	0	0	872.74		-872.74	.0%
12301 512142 Retirement (Employer)	16,127	0	16,127	4,486.99		11,639.98	27.8%
12301 512142 22101 Retirement (Employer)	0	0	0	817.57		-817.57	.0%
12301 512144 Health Insurance	46,282	0	46,282	12,707.21		33,574.52	27.5%
12301 512144 22101 Health Insurance	0	0	0	2,091.02		-2,091.02	.0%
12301 512145 Life Insurance	48	0	48	11.84		35.80	24.9%
12301 512145 22101 Life Insurance	0	0	0	4.15		-4.15	.0%
12301 512150 FSA Contribution	6,000	0	6,000	.00		6,000.00	.0%
12301 512151 HSA Contribution	0	0	0	6,000.00		-6,000.00	.0%
12301 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
12301 512153 HRA Contribution	0	0	0	.00		.00	.0%
12301 512173 Dental Insurance	3,312	0	3,312	900.45		2,411.55	27.2%
12301 512173 22101 Dental Insurance	0	0	0	106.96		-106.96	.0%
12301 521218 Arbitrator	0	0	0	.00		.00	.0%
12301 521219 Other Professional Serv	16,700	10,557	27,257	984.50		26,272.90	3.6%
12301 521220 Consultant	0	0	0	.00		.00	.0%
12301 521225 Section 125	21,500	0	21,500	10,815.00		-11,107.25	151.7%
12301 521226 Ergonomics	400	0	400	.00		400.00	.0%
12301 521227 Position Classifications	2,500	0	2,500	.00		2,500.00	.0%

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FROM 2020 01 TO 2020 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 521228 Labor Negotiations	0	1,265	1,265	1,482.00		-217.30	117.2%
12301 521229 Recruitment Related	6,985	0	6,985	277.80		6,707.20	4.0%
12301 521296 Computer Support	0	0	0	.00		.00	.0%
12301 531105 Flex Plan Surplus	0	0	0	.00		.00	.0%
12301 531243 Furniture & Furnishings	0	0	0	.00		.00	.0%
12301 531298 United Parcel Service	100	0	100	.00		100.00	.0%
12301 531303 Computer Equipmt & Software	2,000	0	2,000	248.49		1,751.51	12.4%
12301 531311 Postage & Box Rent	480	0	480	45.57		434.43	9.5%
12301 531312 Office Supplies	382	0	382	103.76		278.24	27.2%
12301 531313 Printing & Duplicating	400	0	400	122.88		277.12	30.7%
12301 531314 Small Items Of Equipment	0	0	0	.00		.00	.0%
12301 531320 22101 Safety Supplies	0	0	0	111.47		-111.47	.0%
12301 531322 Subscriptions	660	0	660	4,694.00		-4,034.00	711.2%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00		.00	.0%
12301 531324 Membership Dues	640	0	640	669.09		-29.09	104.5%
12301 531326 Advertising	200	0	200	1,950.00		-7,500.00	%
12301 531351 Gas/Diesel	0	0	0	.00		.00	.0%
12301 531357 Employee Recognition	6,905	0	6,905	1,213.80		5,691.20	17.6%
12301 532325 Registration	2,169	0	2,169	833.00		1,336.00	38.4%
12301 532332 Mileage	504	0	504	37.95		466.05	7.5%
12301 532334 Commercial Travel	400	0	400	.00		400.00	.0%
12301 532335 Meals	299	0	299	.00		299.00	.0%
12301 532336 Lodging	2,220	0	2,220	164.00		2,056.00	7.4%
12301 532339 Other Travel & Tolls	100	0	100	30.00		70.00	30.0%
12301 532350 Training Materials	9,775	0	9,775	5,559.37		4,215.63	56.9%
12301 533225 Telephone & Fax	50	0	50	15.47		34.53	30.9%
12301 535242 Maintain Machinery & Equip	400	0	400	73.14		326.86	18.3%
12301 571004 IP Telephony Allocation	381	0	381	127.00		254.00	33.3%
12301 571005 Duplicating Allocation	488	0	488	162.68		325.32	33.3%
12301 571007 MIS Direct Charges	0	0	0	.00		.00	.0%
12301 571009 MIS PC Group Allocation	6,341	0	6,341	2,113.68		4,227.32	33.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,193	0	2,193	731.00		1,462.00	33.3%
12301 591519 Other Insurance	1,778	0	1,778	592.80		1,185.60	33.3%
12301 591520 Liability Claims	0	0	0	503.24		-503.24	.0%
12301 592006 WRS Interest	0	0	0	.00		.00	.0%
12301 594813 Capital Office Equip	0	0	0	.00		.00	.0%
12301 594818 Capital Computer	0	10,928	10,928	.00		10,927.85	.0%
12301 699999 Budgetary Fund Balance	0	-22,750	-22,750	.00		-22,749.95	.0%
TOTAL Human Resources	0	0	0	10,025.63		-37,567.88	.0%

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FLEXIBLE PERIOD REPORT

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FROM 2020 01 TO 2020 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<hr/>							
12302 Safety							
12302 411100 General Property Taxes	-118,218	0	-118,218	-39,406.00		-78,812.00	33.3%
12302 474106 Intergovt Shared Services	0	0	0	.00		.00	.0%
12302 485200 Donations Restricted	-10,000	0	-10,000	.00		-10,000.00	.0%
12302 511110 Salary-Permanent Regular	80,057	0	80,057	549.44		79,507.10	.7%
12302 511210 Wages-Regular	0	0	0	.00		.00	.0%
12302 511310 Wages-Sick Leave	0	0	0	.00		.00	.0%
12302 511320 Wages-Vacation Pay	0	0	0	.00		.00	.0%
12302 511340 Wages-Holiday Pay	0	0	0	.00		.00	.0%
12302 511350 Wages-Miscellaneous(Comp)	0	0	0	.00		.00	.0%
12302 511380 Wages-Bereavement	0	0	0	.00		.00	.0%
12302 512141 Social Security	5,310	0	5,310	42.06		5,268.12	.8%
12302 512142 Retirement (Employer)	4,729	0	4,729	37.08		4,691.76	.8%
12302 512144 Health Insurance	15,427	0	15,427	.00		15,427.24	.0%
12302 512145 Life Insurance	12	0	12	.00		12.00	.0%
12302 512150 FSA Contribution	2,000	0	2,000	.00		2,000.00	.0%
12302 512151 HSA Contribution	0	0	0	.00		.00	.0%
12302 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
12302 512153 HRA Contribution	0	0	0	.00		.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00		1,104.00	.0%
12302 531243 Furniture & Furnishings	650	0	650	.00		650.00	.0%
12302 531303 Computer Equipmt & Software	0	0	0	.00		.00	.0%
12302 531311 Postage & Box Rent	0	0	0	.00		.00	.0%
12302 531312 Office Supplies	100	0	100	.00		100.00	.0%
12302 531313 Printing & Duplicating	80	0	80	27.92		52.08	34.9%
12302 531314 Small Items Of Equipment	0	0	0	.00		.00	.0%
12302 531320 Safety Supplies	180	0	180	.00		180.00	.0%
12302 531322 Subscriptions	7,749	0	7,749	3,862.33		3,886.67	49.8%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00		.00	.0%
12302 531324 Membership Dues	910	0	910	435.00		475.00	47.8%
12302 531326 Advertising	750	0	750	.00		750.00	.0%
12302 532325 Registration	1,040	0	1,040	15.00		1,025.00	1.4%
12302 532332 Mileage	420	0	420	.00		420.00	.0%
12302 532335 Meals	140	0	140	.00		140.00	.0%
12302 532336 Lodging	540	0	540	.00		540.00	.0%
12302 532339 Other Travel & Tolls	0	0	0	.00		.00	.0%
12302 532350 Training Materials	5,000	0	5,000	.00		5,000.00	.0%
12302 535242 Maintain Machinery & Equip	0	0	0	.00		.00	.0%
12302 571004 IP Telephony Allocation	127	0	127	42.32		84.68	33.3%

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FROM 2020 01 TO 2020 04

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12302 571005 Duplicating Allocation	2	0	2	.68		1.32	34.0%
12302 571009 MIS PC Group Allocation	1,057	0	1,057	352.32		704.68	33.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	365	0	365	121.68		243.32	33.3%
12302 591519 Other Insurance	469	0	469	156.40		312.80	33.3%
12302 594820 Capital Other	0	0	0	.00		.00	.0%
12302 699999 Budgetary Fund Balance	0	0	0	.00		.00	.0%
TOTAL Safety	0	0	0	-33,763.77		33,763.77	.0%
TOTAL General Fund	0	0	0	-23,738.14		-3,804.11	.0%
TOTAL REVENUES	-543,314	-22,750	-566,064	-174,419.16		-391,644.79	
TOTAL EXPENSES	543,314	22,750	566,064	150,681.02		387,840.68	



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

TERRI PALM KOSTROSKI  
Director - Human Resources

KAREN MUNDT  
Benefits Administrator

CASEY RADTKE  
Human Resources Specialist

Vacant  
Safety Coordinator

**Human Resources Department  
Monthly Report  
March and April, 2020**

Issues/Items for March and April, 2020:

- Personnel issues:
  - 2 new and 2 ongoing performance-related concerns/investigatory issues, resulting in:
    - 1 counselings
    - 0 extensions of probationary periods
    - 1 verbal warning
    - 0 written warning
    - 2 Performance Improvement Plan
    - 1 suspensions
    - 0 voluntary resignations
    - 0 terminations of employment, 0 in probation
    - 2 other: 1 mandatory referral to the Employee Assistance Program. 1 two-week Leave of Absence with pending return
    - 1 investigations on-going
  - 1 computer/phone/camera record searches
  - 0 employee privacy complaint investigation
  - 0 ergonomic review of work station
  - 0 employee accommodation, not Leave of Absence
  - 0 extensions of leave of absences,
  - 0 denial of leave of absence
  - 2 individual employee EAP referrals, 1 work-related and 2 personal
  - 0 termination, non-disciplinary
  - 0 death
- Benefits:
  - Participated in weekly conference calls with Wells Fargo and One America and completed transition to One America for Deferred Compensation on April 9, 2020
  - Participated in call with M3 and Dean Health to discuss any current issues and discuss wellness and/or plan designs as it relates to renewal rates, as well as received proposed 2021 rates for current and alternative plan designs

- Professional Development/Trainings:
  - Attended with staff a FMLA/ADA/WC training in Waukesha, presented by von Briesen and Roper law firm
  - Attended countless webinars on COVID-19 planning, response and recovery
  - Provided a zoom meeting training for all employees on the FFCRA, Families First Coronavirus Response Act. Training and power point available on employee website
  - National Public Employer Labor Relations Association (NPELRA) scheduled for April 25 – 30, 2020, in San Antonio, TX was cancelled. Registration fee credited for 2021 conference
  - Requested to have 3 of 6 employees attending the Leadership Academy to defer their participation until 2021 due to their roles in COVID-19
  
- Recruitment and Retention:
  - Attended Dodge County Executive Committee meeting on March 2, 2020, to discuss the sharing of two positions, the Risk Manager/Safety Officer position and a Purchasing Agent position
  - Posted 13 new positions and received/reviewed **105** applications
  - Processed 16 new hires/rehires, 12 promotion/transfers, 0 demotions, and 0 interim promotion
  - Processed 7 employee separations/seasonal layoffs
  - Processed 1 status changes
  - Completed and/or reviewed **33** reference checks, **10** education checks, **6** caregiver background checks, 0 credit check, **3** criminal record checks and 0 drivers check on **11** candidates, of which 8 applicants were extended an offer and 1 are pending an offer. 8 applicants accepted, 0 are pending and 0 candidates declined.
  
- Employment Law/Personnel Ordinance/Employee Labor Relations:
  - Coordinated 0 sessions with management team to review final policies
  - Monitored 79 active FMLA requests, both new and on-going.
  - Reported 3 work injuries/illnesses to WMMIC in March and 1 report in April
  - Accommodated 0 new disability requests
  - Participated in 0 labor negotiations session
  - Denial of **0** sabbatical leave of absence
  - 0 grievances
  - 0 bullying/hostile work environment investigation completed, 0 new complaints
  - 0 harassment investigation
  - 0 discrimination investigation, complete and unfounded
  - **0** age discrimination concern investigated
  - **1 HIPAA violation investigation, unfounded**
  - **1 FMLA violation investigation completed**
  - 0 FLSA violation investigation
  - 0 retaliation violation investigation
  - 0 Unemployment Appeal, 0 Unemployment waivers
  - 0 Worker's compensation settlement
  - 0 Nepotism investigation

- Safety:
  - Monthly Safety Topic: COVID-19
  - Contracted 0 ergonomic assessment
  
- Employee Recognition and Appreciation:
  - Due to COVID-19, temporarily suspended cupcakes for birthdays at the end of March and all of April
  - Distributed 29 Years of Service Thank you cards and gifts/gift options for the months of March and April
  
- Miscellaneous:
  - Drafted 3 resolutions and 2 ordinances for Committee/Board
  - Responded to 1 new open records request
  - Elected as an At-Large Board Member of the Wisconsin Public Employers Labor Relations Association (WPELRA)
  - Training Coordinator for the Wisconsin Association for County Personnel Directors (WACPD).
  
- COVID-19:
  - Provided initial memo to employees regarding COVID-19
  - Provided memo of temporary suspension of attendance and leave policies, revised several times
  - Provided memo of temporary suspension of nonessential business travel
  - Wrote policy for telecommuting and track requests
  - Wrote policy for the Families First Coronavirus Response Act and provided training via Zoom
  - Assisted in defining exempt positions under FFCRA
  - Distributed mandatory posters under FFCRA
  - Created flow chart of FFCRA eligibility
  - Provided guidance on Face Coverings for employees
  - Participated in working with deputy union in achieving an agreement on schedule change to promote social distancing
  - Obtain and coordinate PPE supplies for departments, including procedural face masks, hand sanitizer, touchless thermometers, disinfectant wipes, gloves, sanitizing spray/bottles
  - Participate in weekly internal EOC meetings and department head meetings
  - Daily review any updates to federal and state orders
  - Daily review updates by CDC, WHO, EEOC, DOL, etc and amend guidelines as needed

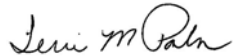
Action Items for May, 2020:

- Participate in reviewing and updating the County's pandemic policies, including planning for recovery and return to work
- Continue coordinating PPE supplies for employees, ensuring safety upon return to work
- Participate in the interactive process under ADA as employees who are at high-risk request accommodations due to COVID-19 and their underlying condition
- Plan an employee recognition event
- Work on Space Needs project



- Coordinate meetings with Dodge-Jefferson Benefit group to continue to explore cost-savings measures
- Meet with Section 4 Work Group for the Personnel Ordinance review
- Complete RFP for employee voluntary benefits
- Participate in ERP training discussions
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Offer a Safety Training opportunity
- Complete Evacuation maps for remainder of county facilities
- Complete Job Hazard Assessments and create a Personal Protection Chart countywide
- Complete Job Hazard Assessments with Maintenance staff
- Complete LOTO training with Parks
- Complete a safety/building walkthrough at county facilities
- Complete Independent Contractor audit
- Continue to work toward Priority Based Budgeting

Respectfully Submitted,



Terri M Palm  
Human Resources Director

**Report to Human Resources Committee  
May 19, 2020**

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following vacant position requests since March 17, 2020:

- **Health Department**
  - WIC Registered Dietitian
- **Human Services**
  - Child Protective Services Ongoing Professional
  - Community Support Professional I/II
  - Family Well-Being Coordinator
  - Intake/Oncall Worker
- **Sheriff's Office**
  - Deputy x 4
  - Sergeant x 1

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since March 17, 2020:

- None. However, due to COVID-19, several departments are utilizing staff whose hours have been reduced, including the Sheriff's Office and Central Services with custodial help and Human Resources with scanning assistance.

**LEAVE OF ABSENCE REQUESTS:** There was 1 Leave of Absence requests outside of protected FMLA leave.

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

- Adult Protective Services Professional hired at step 2.

Respectfully Submitted,



Terri M Palm  
Human Resources Director