

Prior to the County Board Organizational meeting, an informal reception for all county board members, department heads and Judges will be held in the Law Enforcement Center of the Courthouse (Room 1301 – 1302) at 6 pm. In addition, staff will be available from 5:30 to 6 pm in the county board room for a photo shoot of ALL county board members for badge & website use.

### **ADDENDUM**

Eau Claire County Board of Supervisors  
**Tuesday, April 17, 2018 / 7 pm**

Location:  
Courthouse, County Boardroom (Room 1277)  
721 Oxford Ave. Eau Claire, WI

#### **Eau Claire County Mission Statement:**

"To provide quality, innovative and cost-effective services that safeguard and enhance the well-being of residents and resources"

- (1) Indicates 1<sup>st</sup> Reading
- (2) Indicates 2<sup>nd</sup> Reading

### **13. FIRST READING OF ORDINANCES BY COMMITTEES**

#### **File No.**

- 18-19/007 (1) To Amend Section 3.03.020 D. and E. of the Code: Responsibility and Authority; To Amend Section 3.05.020 B. of the Code; Responsibility and Authority; To Repeal and Recreate Section 3.15.030 B. of the Code: Position and full time equivalency (FTE) establishment .... **(pgs. 2-5)**

### **15. REPORTS OF STANDING COMMITTEES, COMMITTEES, COMMISSIONS AND BOARDS UNDER 2.04.160 AND SECOND READING OF ORDINANCES**

#### **Committee on Human Resources**

#### **File No.**

- 18-19/011 (1) Amending the Eau Claire County Human Resources Policy Manual **(pgs.6-7)**

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

**FACT SHEET**

**TO FILE NO. 18-19/007**

Section 1. There are grammatical changes and updates regarding duties of the HR director and department heads to be consistent with current practice. The purchasing director is responsible for safety and department heads are responsible for approving travel costs of applicants and for monitoring overtime costs.

Section 2. The compensatory time records are generated by the timekeeping system.

Section 3. Updates the code to reflect the current practice.

Section 4. This change moves the position title change language from 3.15.070.

Section 5. Clarifies that participation in the group dental plan is subject to the terms of the Employee Policy Manual and the summary plan descriptions.

Section 6. Updates the code to identify the position or division responsible for the functions listed.

Section 7. Corrects a reference to the Employee Policy Manual.

Section 8. Updates the code to properly reflect the current pay system

Section 9. Clarifies that the finance director is responsible for compliance and the HR director is responsible for recommending revisions to the compensation schedules.

Section 10. Deletes surplus language. Regarding 3.50.080 C. for money compensation while the employee is working the idea is that it prevents employees being paid by the county from receiving compensation from another employer or source for that same time.

Substantive provisions in Title 3 will be addressed in a future ordinance as part of the strategic plan review process. Employee policies will also be reviewed.

Fiscal Impact: None.

Respectfully Submitted,



Keith R. Zehms  
Corporation Counsel

KRZ/yk

2  
3 - TO AMEND SECTION 3.03.020 D. AND E. OF THE CODE: RESPONSIBILITY AND  
4 AUTHORITY; TO AMEND 3.05.020 B. OF THE CODE: RESPONSIBILITY AND  
5 AUTHORITY; TO REPEAL AND RECREATE SECTION 3.15.030 B. OF THE CODE:  
6 POSITION AND FULL TIME EQUIVALENCY (FTE) ESTABLISHMENT; TO AMEND  
7 SECTION 3.15.040 A. AND B. OF THE CODE POSITION DESCRIPTIONS; TO  
8 AMEND SECTION 3.15.070 OF THE CODE: REGULAR AND PROJECT POSITION  
9 TITLES; TO AMEND SECTION 3.20.010 B. & D. OF THE CODE: BENEFITS OF  
10 ELECTED OFFICIALS; TO AMEND SECTION 3.20.040 B. & C. OF THE CODE:  
11 COUNTY BOARD COMMITTEE PER DIEMS; TO AMEND SECTION 3.20.045 OF  
12 THE CODE: COUNTY BOARD CHAIR PER DIEM AND EXPENSE  
13 AUTHORIZATION; TO AMEND SECTION 3.20.090 C. 6 AND D. OF THE CODE:  
14 COMPENSATION OF OTHER OFFICIALS; TO AMEND SECTION 3.50.080 B. OF  
15 THE CODE: OUTSIDE EMPLOYMENT -  
16

17 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

18  
19 SECTION 1. That Subsections D. & E. of Section 3.03.020 of the code be amended to  
20 read :

21  
22 D. The director shall:

- 23 1. Administer the human resources code, the Employee Policy Manual and  
24 Human Resources Administrative Manual and perform those functions provided therein;  
25 2. Lead strategic efforts and make operational decisions in all areas of  
26 personnel management including employment and recruiting, training and development,  
27 classification and compensation, benefits, employee relations, labor negotiations, ~~and~~ personnel  
28 records and health and safety;  
29 3. Make recommendations regarding overall personnel resource strategic and  
30 workforce planning;  
31 4. Develop and maintain classification and compensation plans;  
32 5. Review reorganization recommendations made by department heads to  
33 outline appropriate action for the board;  
34 6. Approve setting the salary of new employees above the minimum;  
35 7. Approve exceptions to benefits policy;  
36 ~~8. Approve travel costs of applicants;~~  
37 ~~9.8. Monitor temporary assignments and use of overtime;~~  
38 ~~10.9~~ Maintain a list of regular position titles, and  
39 ~~11.10.~~ Maintain a record of authorized full time equivalency for each position.

40 E. Department heads shall:

- 41 1. Enforce the human resources code, the Employee Policy Manual, and the  
42 Human Resources Administrative Manual as it pertains to their respective departments, and keep  
43 employees informed of its provisions;  
44 2. Recommend to the director any amendments to the human resources code,  
45 or the Employee Policy Manual, and the Human Resources Administrative Manual which would  
46 improve county operating efficiency or employment relations;  
47 3. Delegate appropriate authority to subordinate supervisory personnel in  
48 enforcing the code, the Employee Policy Manual, and the Human Resources Administrative  
49 Manual; and

1                   4.       Immediately notify the director of any known changes in personnel and  
2 participate in the selection of replacement employees.

3                   5.       Approve travel costs of applicants.

4                   6.       Monitor use of overtime.

5  
6                   **SECTION 2.** That Subsection B. of Section 3.05.020 be amended to read:

7  
8                   B.       Department heads shall:

9                   1.       — Initiate and process transactions that affect their employees using forms  
10 provided or approved by the director;.

11                   2.       — ~~Maintain a record of each employee's compensatory time, where~~  
12 ~~applicable, to justify compensable time off work; and~~

13  
14                   **SECTION 3.** That Subsection B. of Section 3.15.030 of the code be repealed and  
15 recreate to read:

16  
17                   B.       Position title changes. Authorization for all title changes is subject to approval of  
18 the director or designee.

19  
20                   **SECTION 4.** That Subsections A. & B. of Section 3.15.040 of the code be amended to  
21 read:

22  
23                   A.       New position classification. The department head shall submit a completed  
24 position ~~requisition analysis questionnaire~~ and supporting documentation to the director. The  
25 director or designee shall ~~prepare work with the department head or designee to create~~ a new  
26 position description.

27                   B.       Changes in position descriptions. The department head shall notify the director or  
28 designee when changes in duties and responsibilities of positions occur. Changes will be made  
29 by the director or designee by amendment to the position description unless they are so  
30 substantial as to make preparation of a new description desirable.

31  
32                   **SECTION 5.** That Section 3.15.070 of the code be amended to read:

33  
34                   3.15.070 Regular and project position titles.

35                   A.       — The director shall maintain a list of regular position titles used in county service  
36 which shall include the position title, number of FTE per position title, salary code and any  
37 contingent conditions for specific positions. The list is available from human resources by  
38 request.

39                   B.       — ~~Position title changes. Authorization for all title changes is subject to the~~  
40 ~~recommendations of the governing committee and director and approval by the committee.~~

41  
42                   **SECTION 6.** That Subsections B. & D. of Section 3.20.010 of the code be amended to  
43 read:

44  
45                   B.       Eligible to participate in a group dental plan as provided in the Employee Policy  
46 Manual. ~~by paying the entire premium as provided in the Employee Policy Manual~~

47  
48                   D.       Eligible to participate in the Wisconsin Group Life Insurance Program, social  
49 security, deferred compensation, Roth IRA's, group long-term disability plan, flexible spending

1 account, accident, critical illness and the EdVest college savings program as provided in the  
2 Employee Policy Manual.

3  
4 **SECTION 7.** That Subsections B. & C. of Section 3.20.040 of the code be amended to  
5 read:

6  
7 B. The finance director shall prepare committee attendance report forms providing  
8 the following: the name of the committee; date, time and place of the meeting; a list of members  
9 in attendance; a list of persons not members whose attendance was requested by the chair; a  
10 certificate to be signed by the chair assuring compliance with A. and 3.20.030; and a certificate  
11 to be signed by the county clerk or his or her designee assuring compliance with C.

12 C. The completed committee attendance forms as provided in B. shall be transmitted  
13 promptly by the committee chair after each meeting to the county clerk who shall certify that  
14 said meeting was publicly noticed as required by Wis. Stat. §19.84, and shall thereafter transmit  
15 said form to the ~~human resources department~~payroll division.

16  
17 **SECTION 8.** That Section 3.20.045 of the code be amended to read:

18  
19 3.20.045 County board chair per diem and expense authorization. All county board chair  
20 per diems authorized in this chapter and travel and training expenses authorized in the ~~Human~~  
21 ~~Resources~~ Employee Policy Manual require approval of the finance and budget committee.

22  
23 **SECTION 9.** That paragraph 6. of Subsection C. and Subsection D. of Section 3.20.090  
24 be amended to read:

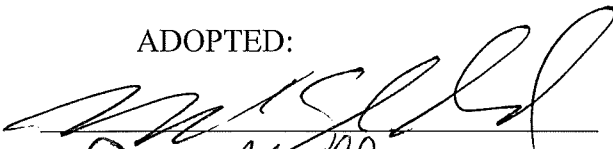
25  
26 6. Circuit court officers shall be paid the hourly rate established within the  
27 salary index at salary grade 801-step A, with a minimum 2 hours of call-in time on days where  
28 circuit court officers report for work and court is cancelled;

29  
30 D. ~~The director and~~ The finance director shall assure compliance with this chapter, and the  
31 director shall recommend appropriate revisions in the compensation schedules to the committee prior to  
32 November 1st annually.


33  
34 **SECTION 10.** That Subsection B. of Section 3.50.080 of the code be amended to read:

35  
36 B. No employee may concurrently hold more than 1 county position without the  
37 written approval of the director. ~~The director shall have authority to grant such approval up to 30~~  
38 ~~working days within the budget of the affected department(s). Such approval may be granted for~~  
39 ~~combination part-time positions when it is in the best interests of the county to do so, and when~~  
40 ~~such part-time positions do not represent a conflict of interest.~~

41  
42 ADOPTED:

43  
44   
45 \_\_\_\_\_  
46 Sue Haller  
47 \_\_\_\_\_  
48 Kathleen Clark  
49 \_\_\_\_\_

49 KRZ/ylk Dated this 13<sup>th</sup> day of April, 2018.  
50 ORDINANCE/18-19

42  
43   
44 \_\_\_\_\_  
45  
46  
47 Committee on Human Resources

Reviewed by Finance Dept.  
for Fiscal Impact

APPROVED BY  
CORPORATION COUNSEL  
AS TO FORM

**FACT SHEET**

**TO FILE NO. 18/19-011**

The Highway Department is requesting an amendment to Policy 503 – Overtime and Compensatory Time

**FISCAL IMPACT:** The 2018 Adopted Budget has sufficient funds to cover the increased annual cost of \$7,590.00. No additional fiscal impact.

**REASON**

Highway department employees have a regular work schedule of Monday through Thursday. In addition they have a responsibility to respond to 24/7 call in duties to maintain the safety of the traveling public.

Currently employees follow the Fair Labor Standards Act (FLSA) where they receive overtime after working 40 hours in a week.

Human Resources conducted a survey of comparable Wisconsin counties. Seventeen (17) counties responded including: Sheboygan, Lacrosse, Dunn, Chippewa, Marathon, St. Croix, Pepin, Manitowoc, Juneau, Jefferson, Fond du Lac, Monroe, Wood, Washington, Ozaukee, Dodge, and Trempealeau. All 17 of these counties were paying highway staff overtime for hours worked when called in outside of their scheduled shifts or on weekends because they do not have scheduled weekend coverage.

Since November of 2017 the highway department worked 486.80 hours on Sundays and 203.10 hours on Saturdays and were compensated at straight time.

**FINANCIAL ANALYSIS**

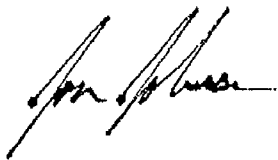
The cost to compensate employees at the overtime rate for work performed on Saturday and Sunday will be approximately an additional \$7,590.00. This cost is based off of payroll hours detailed from 2017 & 2018 and funding is detailed below.

County Fiscal Impact	\$2,850.00
Department of Transportation Impact	\$4,740.00
Total	\$7,590.00

**RECOMMENDATION**

To remain competitive with our comparable counties we recommend that Eau Claire County amend its current overtime pay practice to allow highway department employees who work on Saturday or Sunday to be compensated at 1 ½ times their rate of pay.

Respectfully Submitted,



Jon Johnson  
Highway Commissioner



Jamie Gower  
Human Resources Director

2  
3 - AMENDING THE EAU CLAIRE COUNTY HUMAN RESOURCES EMPLOYEE POLICY  
4 MANUAL -

5  
6 WHEREAS, Human Resources and Highway are recommending an amendment to Policy No.  
7 503 overtime and compensatory time by adding language giving non-exempt highway employees  
8 overtime paid at a rate of time and one half for any hours worked on Saturday or Sunday; and

9  
10 WHEREAS, this change compensates employees fairly and keeps Eau Claire County  
11 competitive with comparable counties within the state of Wisconsin; and

12  
13 WHEREAS, changes made to the employee policy manual resulting in a fiscal impact will go to  
14 the County Board of Supervisors for final approval, the fiscal impact of adding this language is \$7590  
15 which is budgeted in the highway department's budget; and

16  
17 WHEREAS, the Human Resources Committee has reviewed the amended Policy No. 503  
18 overtime and compensatory time and recommends adoption.

19  
20 NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of Supervisors that  
21 the changes to Policy No. 503 in the employee policy manual are hereby adopted.

22  
23 ADOPTED:

24  
25  
26  
27 \_\_\_\_\_  
28 *Sue Miller*  
29 \_\_\_\_\_  
30 *Kathleen Clark*  
31 \_\_\_\_\_  
32 *Judy Gathin*  
33 \_\_\_\_\_  
34 *[Signature]*  
35 Committee on Human Resources

36 AT

37  
38 Dated this 13<sup>th</sup> day of April, 2018.

39  
Reviewed by Finance Dept.  
or Fiscal Impact

APPROVED BY  
CORPORATION OF  
AS TO